

I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, July 22, 2013

Updated Wednesday, July 31, 2013

Page 1

1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

331500861016 NEW DAWN CHS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 15

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
242 Hoyt Street Brooklyn, NY 11217	347-505-9102	347-505-2516	sasmussen@ndchsbrooklyn.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Contact Name	Sara M. Asmussen
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Title	Executive Director
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

www.ndchsbrooklyn.org

6. DATE OF INITIAL CHARTER

2011-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2012-09-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

 9

 10

 11

 12**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CS D	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	242 Hoyt Street Brooklyn, NY 11217	347-505-910 2	CSD 15	9-12	No	Rent/Lease
Site 2						
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Sara M. Asmussen, Ph.D.	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Lisa DiGaudio	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Inessa Novik	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Sara M. Asmussen, Ph.D.	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read "Dana M. O'Connell". The signature is written in a cursive, flowing style with a large, prominent 'O' in the middle.

Signature, President of the Board of Trustees

Thank you.

Signature Page for President of Board of Trustees

Created Thursday, July 25, 2013

Updated Thursday, August 01, 2013

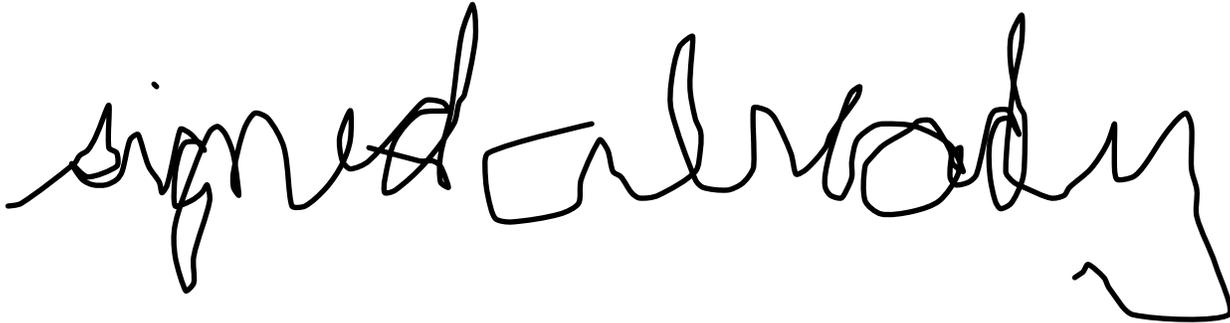
Page 1

331500861016 NEW DAWN CHS

16. My signature below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

- Yes
-

Signature, Board President

A handwritten signature in black ink, appearing to read "signed on behalf of". The signature is written in a cursive, flowing style with some loops and a long tail on the final letter.

Thank you.

Appendix A: Progress Toward Goals

Created Monday, July 22, 2013

Updated Wednesday, July 31, 2013

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1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

(No response)

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	(Benchmark 1) Regents Goal 1: Each year 75% of students who take the NYSED ELA Regents will score at 65 or above (general education students) or 55 or above (special education students)	NYSED ELA Regents Exam	January results: 40% pass June results: 57.6% pass Increase: 17.6%	There was an increase in levels of proficiency from January to June. Since this was our first year of instruction, we were not even offering Regents level courses; however, since we had all grades, we needed to offer Regents prep and Regents exams for students who needed the exams to graduate. After January's administration, we integrated Regent's prep into the instruction. Going forward, we have hired a second ELA teacher and will be offering Writing Across the Curriculum class and ELA Regents level classes. Further there will be complete integration

				of the Common Core into lesson planning and instruction. A second ELA teacher was hired so that it will be possible for one teacher to focus solely on higher order thinking.
Academic Goal 2	(Benchmark 1) Regents Goal 2: Each year 75% of the students who take the NYSED Integrated Algebra Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED Integrated Algebra Regents Exam.	January results: 30.4% pass June results: 45% pass Increase: 14.6%	As in ELA, there was an increase in levels of proficiency from January to June. As above, this was our first year of instruction and we were not even offering Regents level courses; however, since we had all grades, we needed to offer Regents prep and Regents exams for students who needed the exams to graduate. After January's administration, we integrated Regent's prep into the instruction. As in ELA we have hired two Mathematics teachers (one predominately Algebra while the other will focus on Geometry and Calculus) both of whom will be fully integrating the Common Core into lesson planning and instruction. The Writing Across the Curriculum class is expected to increase Algebra scores as well.
Academic Goal 3	(Benchmark 1) Regents Goal 3: Each year 75% of the students who take the NYSED Living Environment Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED Living Environment Regents Exam	January results: 90% pass June results: 60% pass Decrease: 30%	We made the goal the first semester but not the second. As a result we have completely revamped our Science department and hired two new instructors, one for Living Environment and Biology and the other for Chemistry and Earth Science. We are also offering two electives: Anatomy and Forensics. Going forward, we will focus on students and who has completed the requirements to take the Living Environment and/or Earth Science regents and eventually the Chemistry Regents. The Common Core will be fully integrated into instruction for all science classes. We are also redoing the labs for all five courses (LE, Earth, Chemistry, Forensics, and Anatomy). Again investigating our Regents data from January and June, the Writing Across the Curriculum course will improve scores on the Science Regents as well.

Academic Goal 4	(Benchmark 1) Regents Goal 4: Each year 75% of the students who take the NYSED U.S. History and Government Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED U.S. History and Government Regents Exam	January results: 53.8% pass June results: 60% pass Increase: 6.2%	Again, there was an increase in proficiency; however, it was a small increase but students scored higher on this Regents in January than they did in any other area. Again, a review of the data showed that where students struggle is in writing so the Writing Across the Curriculum will impact future scores. Common core will be fully integrated as well.
Academic Goal 5	(Benchmark 1) Regents Goal 5: Each year 75% of the students who take the NYSED Global History and Geography Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED Global History and Geography Regents Exam	January results: 20% pass June results: 52.2% pass Increase: 32.2%	This is where we saw our largest improvement but had the lowest pass rate in January. All the strategies discussed above will be integrated in Global as well. Further, we are testing our the NYC DOE's blended learning module for Global Regents classes in the fall semester. Both the integration of the Common Core and the Writing Across the Curriculum are expected to increase proficiency.
Academic Goal 6	(Benchmark 1) Regents Comparative Measure Goal 6: Annually, the percent of students passing the ELA Regents exam will place the school in the top quarter of all similar schools as detailed in the New York City Department of Education's Progress Report.	NYC DOE's Progress Report; Peer Index and Peer Group.	Outcomes: This data is not available at this time.	This goal will be updated in the fall when the NYC DOE's Progress Report results are released.
Academic Goal 7	(Benchmark 1) Regents Comparative Measure Goal 7: Annually, the percent of students passing the Math Regents exam will place the school in the top quarter of all similar schools as detailed in the New York City Department of Education's Progress Report.	NYC DOE's Progress Report; Peer Index and Peer Group.	Outcomes: This data is not available at this time.	This goal will be updated in the fall when the NYC DOE's Progress Report results are released.
Academic Goal 8	(Benchmark 1) Graduation Goal 8: Annually, at least 55% of the 9th grade cohort will graduate within 6 years (cohorts as defined by NYSED).	NYC DOE Progress Report	Outcomes: This data is not available at this time.	This goal will be updated in the fall when the NYC DOE's Progress Report results are released.

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	(Benchmark 2) Teaching & Learning Goal 1: All teachers will be evaluated on the Danielson Classroom Observation Rubric and will show growth over time. Those teachers already scoring at a levels 3/4 at pre-observation will maintain the level.	Danielson Classroom Observation Rubric	Outcomes: There are 4 domains measured and the averages are: October: 2.55 January: 2.65 May: 2.83 The three measures over time showed steady growth in instructional practices.	
Org Goal 2	(Benchmark 3) Culture Goal 2: Annually, 85% of New Dawn parents who respond to the NYC DOE School Survey will be satisfied with the school and the quality of the school.	NYC DOE School Survey	Outcomes: This data is not yet available.	
Org Goal 3				
Org Goal 4				
Org Goal 5				

2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	(Benchmark 4) Financial Goal 1: New Dawn will meet or exceed annual budget targets each fiscal year during the charter period resulting in a balanced budget.	Unaudited and Audited Budgets	Outcomes: The unaudited budget which is included with this application shows that the school met budget targets (balanced budget) as set by the Board of Trustees. We believe the audited budget will show the same.	

Financial Goal 2	(Benchmark 5) Financial Goal 2: Budgets will be submitted annually to the appropriate agencies and authorities in a timely fashion.	Date budgets submitted	Outcomes: To date all information has been submitted.
Financial Goal 3	(Benchmark 5) Financial Goal 3: The external financial audit conducted every year will result in no major findings.	Auditors letter.	This data is not yet available
Financial Goal 4			
Financial Goal 5			

New Dawn Per Pupil Expenditures

**Number of FTE
Students**

208.51

2012-2013 Total Expenditures

\$ 2,352,745.72

Per Pupil Costs

\$ 11,283.61

**Number of FTE
Students**

208.51

**2012-2013 Total Administrative
Expenditures**

\$ 334,191.00

**Per Pupil
Administrative Costs**

\$ 1,602.76



Financial Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

School Name: [New Dawn Charter High School](#)

Date: [August 1, 2013](#)

School Fiscal Contact Name: [Sara M. Asmussen, Ph.D.](#)
School Fiscal Contact Email: [REDACTED]
School Fiscal Contact Phone: [REDACTED]
District of Location: [REDACTED] 15
Authorizer: [SED](#)
Years of Operation: [July 2012- June 2013](#)
Facility: [Private](#)
Grades Currently Served: [9th grade through 12th grade](#)
Planned Grades at Full Capacity: [9th grade through 12th grade](#)
Enrollment: [162](#)
Max Enrollment: [500](#)
Year of Most Recent Data: [2013](#)
School Fiscal Contact Phone: [REDACTED]

School Audit Firm Name: [Schall and Ashenfarb](#)
School Audit Contact Name: [David Ashenfarb](#)
School Audit Contact Email: dash@schallandashenfarb.com
School Audit Contact Phone: [212-268-2800 x105](#)

Latest Audit Period (through June 30): [2013](#)

Do Not Use this Box [New Dawn Charter High School2013](#)

FILL IN GRAY CELLS**New Dawn Charter High School**
STATEMENTS OF FINANCIAL POSITION
FOR THE YEARS ENDED JUNE 30, 2013

	2013
ASSETS	
CURRENT ASSETS	
Cash and cash equivalents	\$ 202,249
Grants and contracts receivable	55,730
Accounts receivables	
Inventory	-
Prepaid Expenses	103,951
Contributions and other receivables	236,567
Security Deposits	-
TOTAL CURRENT ASSETS	\$ 598,497
OTHER ASSETS	
Investments	\$ -
Property, Plant and Equipment, Net	160,998
Restricted Cash	-
OTHER ASSETS	\$ 160,998
TOTAL ASSETS	\$ 759,495
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts payable and accrued expenses	\$ 73,154
Accrued payroll and benefits	53,940
Refundable Advances	-
Dreferred Revenue	45,695
Current maturities of long-term debt	-
Short Term Debt - Bonds, Notes Payable	-
Other	-
TOTAL CURRENT LIABILITIES	\$ 172,789
LONG-TERM DEBT, net current maturities	\$ -
TOTAL LIABILITIES	\$ 172,789
NET ASSETS	
Unrestricted	\$ 586,706
Temporarily restricted	-
TOTAL NET ASSETS	\$ 586,706
TOTAL LIABILITIES AND NET ASSETS	\$ 759,495
	<i>Check</i> -

FILL IN GRAY CELLS

New Dawn Charter High School

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2013

	2013		
	Unrestricted	Temporarily Restricted	Total
REVENUE, GAINS AND OTHER SUPPORT			
State & Local Operating Revenue	\$ 2,467,814	\$ -	\$ 2,467,814
Federal - Title and IDEA	91,885	-	91,885
Federal - Other	106,865	-	106,865
State and City Grants	129,881	-	129,881
Contributions and private grants	3,109	-	3,109
After school revenue	-	-	-
Other	1,134	-	1,134
Food Service/Child Nutrition Program	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$ 2,800,688	\$ -	\$ 2,800,688
EXPENSES			
Program Services			
Regular Education	\$ 1,380,146	\$ -	\$ 1,380,146
Special Education	349,221	-	349,221
Other Programs	-	-	-
Total Program Services	\$ 1,729,367	\$ -	\$ 1,729,367
Supporting Services			
Management and general	\$ 519,958	\$ -	\$ 519,958
Fundraising	109,505	-	109,505
TOTAL OPERATING EXPENSES	\$ 2,358,830	\$ -	\$ 2,358,830
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$ 441,857	\$ -	\$ 441,857
Contributions			
Foundations	\$ -	\$ -	\$ -
Individuals	-	-	-
Corporations	-	-	-
Fundraising	-	-	-
Interest income	-	-	-
Miscellaneous income	-	-	-
Net assets released from restriction	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	\$ 441,857	\$ -	\$ 441,857
NET ASSETS BEGINNING OF YEAR	\$ -	\$ -	\$ -
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-
NET ASSETS - END OF YEAR	\$ 441,857	\$ -	\$ 441,857

Audited Financial Statement Checklist

Created Wednesday, October 30, 2013

Updated Thursday, October 31, 2013

Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	True	False	False
CSP Agreed Upon Procedures (if applicable)	True	False	False
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	False	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	False	True
Report on Internal Control over Financial Reporting	False	True
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	False	True

Thank you Sara .



IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA

NEW DAWN CHARTER HIGH SCHOOL

**Audited Financial Statements In Accordance
With Government Auditing Standards**

June 30, 2013

350 Fifth Avenue, Suite 3610
New York, New York 10118
Tel: (212) 268-2800 Fax: (212) 268-2805
www.schallandashenfarb.com

NEW DAWN CHARTER HIGH SCHOOL

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
New Dawn Charter High School

Report on the Financial Statements

We have audited the accompanying financial statements of New Dawn Charter High School ("the School"), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses and cash flows from inception through June 30, 2013, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

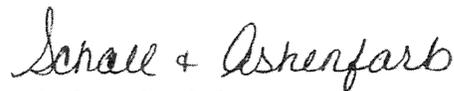
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Dawn Charter High School as of June 30, 2013, and the changes in its net assets and its cash flows from inception through June 30, 2013 in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedule of expenses by period on page 11 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied to in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statement as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2013 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2013

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2013**

Assets

Cash and cash equivalents (Notes 2b and 2c)	\$178,818
Restricted cash (Note 3)	25,000
Grant receivable - New York City (Notes 2f and 5)	32,870
Government grants receivable (Note 2f)	247,808
Prepaid expenses	75,834
Fixed assets, net (Notes 2d and 4)	123,311
Security deposit	56,000
	<u>739,641</u>
Total assets	<u>\$739,641</u>

Liabilities and Net Assets

Liabilities:

Accounts payable and accrued expenses	\$108,652
Deferred rent (Note 2e)	15,541
	<u>124,193</u>
Total liabilities	<u>124,193</u>

Net Assets: (Note 2a)

Unrestricted	615,448
	<u>615,448</u>
Total net assets	<u>615,448</u>
Total liabilities and net assets	<u>\$739,641</u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF ACTIVITIES
FROM INCEPTION THROUGH JUNE 30, 2013**

Unrestricted:

Public Support and Revenue:

Public school district: (Notes 2f and 5)	
Revenue - resident student enrollment	\$2,187,181
Revenue - students with special education services	277,633
Subtotal public school district revenue	<u>2,464,814</u>
Government grants (Note 2f)	658,296
Contributions (Note 2g)	4,358
In-kind contributions (Note 2h)	5,400
Interest and other income	114
Total public support and revenue	<u><u>3,132,982</u></u>

Expenses:

Program services:	
Regular education	1,209,595
Special education	810,966
Total program services	<u>2,020,561</u>
Supporting services:	
Management and general	496,973
Total expenses	<u><u>2,517,534</u></u>
Change in net assets	615,448
Net assets - beginning	<u>0</u>
Net assets - ending	<u><u>\$615,448</u></u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FROM INCEPTION THROUGH JUNE 30, 2013**

	<u>Program Services</u>			<u>Supporting Services</u>	<u>Total Expenses</u>
	<u>Regular Education</u>	<u>Special Education</u>	<u>Total</u>	<u>Management and General</u>	
Salaries	\$575,253	\$398,553	\$973,806	\$215,780	\$1,189,586
Employee benefits and payroll taxes	135,752	94,053	229,805	50,922	280,727
Total personnel costs	<u>711,005</u>	<u>492,606</u>	<u>1,203,611</u>	<u>266,702</u>	<u>1,470,313</u>
Professional fees	28,766	12,997	41,763	68,393	110,156
Staff development	10,660	4,344	15,004		15,004
Student and staff recruitment	3,172	1,953	5,125	867	5,992
Curriculum and classroom	33,510	13,657	47,167		47,167
Supplies and materials	22,101	9,007	31,108		31,108
Student transportation	3,486	1,421	4,907		4,907
Occupancy (including in-kind) (Note 2h)	297,705	206,259	503,964	117,070	621,034
Security and janitorial services	36,178	25,065	61,243	13,571	74,814
Travel and conferences	1,051	729	1,780	394	2,174
Printing and postage	4,298	2,977	7,275	1,612	8,887
Insurance	8,937	6,192	15,129	3,353	18,482
Information technology	11,661	8,079	19,740	4,374	24,114
Repairs and maintenance	17,135	11,872	29,007	6,427	35,434
Depreciation	19,930	13,808	33,738	7,475	41,213
Other			0	6,735	6,735
Total other than personnel costs	<u>498,590</u>	<u>318,360</u>	<u>816,950</u>	<u>230,271</u>	<u>1,047,221</u>
Total expenses	<u><u>\$1,209,595</u></u>	<u><u>\$810,966</u></u>	<u><u>\$2,020,561</u></u>	<u><u>\$496,973</u></u>	<u><u>\$2,517,534</u></u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF CASH FLOWS
FROM INCEPTION THROUGH JUNE 30, 2013**

Cash Flows from Operating Activities:	
Change in net assets	\$615,448
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation expense	41,213
Increase in assets:	
Restricted cash	(25,000)
Grant receivable - New York City	(32,870)
Government grants receivable	(247,808)
Prepaid expenses	(75,834)
Security deposit	(56,000)
Increase/(decrease) in liabilities:	
Accounts payable and accrued expenses	108,652
Deferred rent	15,541
	<u>15,541</u>
Total adjustments	<u>(272,106)</u>
Net cash provided by operating activities	<u>343,342</u>
 Cash Flows from Investing Activities:	
Purchase of furniture and equipment	<u>(164,524)</u>
Net cash used for investing activities	<u>(164,524)</u>
 Cash Flows from Financing Activities:	
Loan proceeds	3,000
Repayment of loan	<u>(3,000)</u>
Net cash provided by financing activities	<u>0</u>
 Net increase in cash and cash equivalents	178,818
 Cash and cash equivalents - beginning	<u>0</u>
 Cash and cash equivalents - ending	<u><u>\$178,818</u></u>
 Supplemental disclosures:	
Interest paid - \$0	
Taxes paid - \$0	

*The attached notes and auditors' report
are an integral part of these financial statements.*

**NEW DAWN CHARTER HIGH SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013**

Note 1 - Organization and Nature of Activities

New Dawn Charter High School ("the School"), located in Brooklyn, New York, is a not-for-profit education corporation chartered by the Regents of the University of the State of New York. The School provides over-aged and under-credited students 15-21 years of age the opportunity to return to school and obtain a high school diploma through a rigorous NYSED standards-based education program. The School completed the 2012-2013 fiscal year with an average enrollment of approximately 160 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education ("NYCDOE").

On September 13, 2011, the School was granted a provisional charter by the University of the State of New York, Education Department for a term up to and including June 30, 2018. Such provisional charter may be extended upon application for a term of up to five years in accordance with the provisions of Article 56 of the Education Law.

The School is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

Note 2 - Significant Accounting Policies

a. Basis of Presentation

The accompanying financial statements have been prepared using the accrual basis of accounting which is the process of recognizing revenue and expenses when earned or incurred rather than when received or paid. All significant receivables, payables and other liabilities have been reflected.

These financial statements include activity from inception through June 30, 2013. A detailed schedule that provides a breakdown of activity before and after the first school year has been provided as a supplemental schedule to these financial statements.

The School's net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Unrestricted* – represent those resources for which there are no restrictions by donors as to their use.
- *Temporarily restricted* – represent those resources, the uses of which have been restricted by donors to specific purposes or the passage of time. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. Temporarily restricted contributions, the requirements of which are met in the year of donation, are reported as unrestricted. The School did not have any temporary restricted net assets at June 30, 2013.

- *Permanently restricted* – accounts for activity restricted by donors that must remain intact in perpetuity. The School did not have any permanently restricted net assets at June 30, 2013.

b. Cash and Cash Equivalents

All bank accounts with local institutions and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents.

c. Concentration of Credit

Financial instruments which potentially subject the School to concentration of credit risk consist of cash accounts, which have been placed with a financial institution that management deems to be creditworthy. From time to time, cash balances may be in excess of insurance levels; however, at year-end there were no significant uninsured balances and the School has not experienced any losses due to bank failure.

d. Capitalization Policy

Property and equipment that exceed pre-determined amounts and have a useful life of greater than one year are recorded at cost or at the fair market value at the date of gift. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets, as follows:

Furniture and equipment – *3-5 year life*
Leasehold improvements – *Life of lease*

e. Deferred Rent

Rent expense is recognized evenly over the life of the lease using the straight-line method. In the earlier years of the lease, as rent expense exceeds amounts paid, a deferred rent liability is created. In later years of the lease, as payments exceed the amount of expense recognized, deferred rent will be reduced until it is zero at the end of the lease.

f. Revenue – Public School District and Government Grants

Program revenue is recognized based on student attendance using rates established by the School's funding source in the period during which services are provided.

The terms of each government grant are reviewed to determine if they contain traits more closely associated with contributions or exchange transactions. Management has determined that all existing government grants are exchange transactions because they are similar in nature to contracts for service. The difference between cash received and revenue earned is reflected as grants receivable or refundable advances.

g. Contributions

Contributions are recorded as revenue upon the earlier of the receipt of cash or when a pledge is considered unconditional in nature. Contributions are available for unrestricted use, unless specifically restricted by the donor, in which case they are recorded in one of the restricted classes of net assets, depending on the nature of the restriction.

Contributions expected to be received within one year are recorded at their net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discount rate. Conditional contributions received are recorded as liabilities and are recognized as income when the conditions have been substantially met.

h. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not provided in-kind. The School received \$5,400 of donated rent.

Board members and other individuals volunteer their time and perform a variety of tasks that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

i. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. No fundraising took place, therefore no expenses were allocated to the functional category.

j. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

k. Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

l. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. June 30, 2012 was the initial filing, and it is subject to examination by applicable taxing authorities.

m. Subsequent Events

Management has evaluated for potential recognition and disclosure events subsequent to the date of the statement of financial position through October 17, 2013, the date the financial statements were available to be issued.

Note 3 - Restricted Cash

An escrow account has been established to meet the requirement of the Board of Regents of the State of New York. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 4 - Fixed Assets

At June 30, 2013, fixed assets consisted of the following:

Furniture and equipment	\$124,699
Leasehold improvements	<u>39,825</u>
Total fixed assets, cost	164,524
Less: accumulated depreciation	<u>(41,213)</u>
Furniture and equipment, net	<u>\$123,311</u>

Note 5 - Grant Receivable – New York City Department of Education

Grants receivable consists of the following:

Funding based on allowable FTE's	\$2,464,814
Advances received	<u>(2,431,944)</u>
Grants receivable from New York City at 6/30/13	<u>\$32,870</u>

Note 6 – Significant Concentrations

The School is dependent upon grants from NYCDOE to carry out its operations. For the period from inception through June 30, 2013, approximately 79% of the School's total public support and revenue was received from NYCDOE. If NYCDOE were to discontinue funding, this would have a severe economic impact on the School's ability to operate.

Note 7 - Commitments

The School occupies space in Brooklyn under a lease agreement. Subsequent to year-end, an option was exercised which extends the lease to June 30, 2015.

Future minimum rental payments are due are as follows:

For the year-ended: June 30, 2014	\$533,280
June 30, 2015	<u>557,520</u>
	<u>\$1,090,800</u>

**NEW DAWN CHARTER HIGH SCHOOL
SCHEDULE OF EXPENSES BY PERIOD
FROM INCEPTION THROUGH JUNE 30, 2013**

	Inception through <u>6/30/12</u>	7/1/12 through <u>6/30/13</u>	Total Expenses
Salaries	\$71,116	\$1,118,470	\$1,189,586
Employee benefits and payroll taxes	<u>16,453</u>	<u>264,274</u>	<u>280,727</u>
Total personnel costs	<u>87,569</u>	<u>1,382,744</u>	<u>1,470,313</u>
Professional fees	46,286	63,870	110,156
Staff development	2,550	12,454	15,004
Student and staff recruitment	2,240	3,752	5,992
Curriculum and classroom		47,167	47,167
Supplies and materials	992	30,116	31,108
Student transportation		4,907	4,907
Occupancy (including in-kind) (Note 2h)	5,400	615,634	621,034
Security and janitorial services		74,814	74,814
Travel and conferences		2,174	2,174
Printing and postage		8,887	8,887
Insurance	1,187	17,295	18,482
Information technology	2,529	21,585	24,114
Repairs and maintenance		35,434	35,434
Depreciation		41,213	41,213
Other	<u>4,327</u>	<u>2,408</u>	<u>6,735</u>
Total other than personnel costs	<u>65,511</u>	<u>981,710</u>	<u>1,047,221</u>
Total expenses	<u><u>\$153,080</u></u>	<u><u>\$2,364,454</u></u>	<u><u>\$2,517,534</u></u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING
STANDARDS***

To the Board of Trustees of
New Dawn Charter High School

Report on the Financial Statements

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Dawn Charter High School (“the School”), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, functional expenses and cash flows from inception through June 30, 2013 and the related notes to the financial statements, and have issued our report thereon dated October 17, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness the School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the School’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

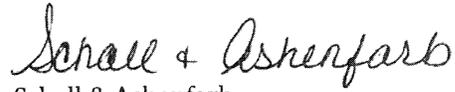
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2013

**NEW DAWN CHARTER HIGH SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2013**

Current Year:

None

Prior Year:

None - this is the first audit performed.

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES**

To the Board of Trustees of
New Dawn Charter High School

We have performed the procedures identified below, which were agreed to by the management of New Dawn Charter High School and the New York State Education Department solely to assist the specified parties in evaluating the School's assertion to New York State Education Department that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing CSP grant.

This agreed upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below whether for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure #1: We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconciled it to the grant revenue recorded by the Charter School.

Results:

The expenses from the detail of expenditures that we obtained for the period under review reconciled to the grant revenue recorded in the books.

Procedure #2: We obtained the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Results:

Based on the NYSED approved SED grant award information reviewed, the revenue and expenditures recorded for the period appeared reasonable.

Procedure #3: We selected a sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We selected 10 items or 10% of the total number of payroll items charged to the grant, whichever was less.

- b. Other expenses – We selected 10 items or 10% of the total number of other expense items charged to the grant, whichever was less.
- c. Using the above selected items, we:
 - i. Determined that the expenditure was in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods. (See non-regulatory guidance on the CSP grant at <http://www.p12.nysed.gov/psc/grants.html>)
 - ii. Determined that the expenditures fell into approved budget category
 - iii. Determined that the expenditure was charged to the appropriated fiscal period

Results:

We selected 10 items from payroll and other expenses and determined that:

- i. The expenditures were in accordance with the purpose of the grant.
- ii. The expenditures fell into approved categories.
- iii. The expenditures were charged to the appropriate fiscal period.

Procedure #4: We obtained FS-25 form(s) submitted to NYSED during the period under review and performed the following:

- a. Traced expenditures selected in Procedure #3 to requests for reimbursement to determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If any had not yet been requested for reimbursement, we inquired of responsible charter school officials as to the plan for requesting reimbursement, and determined if a receivable was recorded, if appropriate.
- b. For FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we selected one FS-25 and determined whether funds were expended within 1 month following the date of the request.

Results:

- a. We traced all of the expenses selected in Procedure #3 to their corresponding FS-25 form submitted and determined that they all were either spent prior to or within one month following the request for reimbursement.
- b. We selected one FS-25 and noted that the total amount on Line 4 was \$9,651. We determined these funds were spent within one month following the date of the request.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on New Dawn Charter High School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of New Dawn Charter High School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

Schall & Ashenfarb
Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2013

Observations and Recommendations

To Management of
New Dawn Charter High School

We have performed an audit of New Dawn Charter High School for the period from inception through June 30, 2013, and want to provide follow up on comments made in our previous communication based on observations during the current audit and make recommendations to help strengthen controls, and institute efficiencies:

I - Background

New Dawn Charter High School is a new charter school which began its first school year in September 2012. During our previous engagement, we performed specific procedures agreed upon from July 2012 through October 2012 to help identify areas for improvement and reported our recommendations to you based on that testing.

Certain issues raised during our previous engagement existed throughout the period ended June 30, 2013, and we note those issues in Section II of this communication.

Management was able to address several of the issues raised during our previous engagement, and we include those items in Section III of this communication.

II - Follow up to Previous Communication - Issues That Still Exist

Review of Bank Reconciliations, Bank Statements and Cancelled checks

During our prior engagement, we were unable to verify whether or not the Director of Finance prepared the bank reconciliations on a timely basis. In addition, we made inquiries and noted that the bank reconciliations were not reviewed by any other employee.

We recommended that bank reconciliations be initialed and dated by the preparer and be initialed by the Executive Director to document this process. As part of that review, bank statements and cancelled checks should be reviewed for appropriateness and unusual activity.

Follow-up for June 30, 2013: *The School retained new accounting consultants towards the end of the period who are responsible for the preparation and review and the bank reconciliations. We continue to recommend having the Executive Director review the monthly bank reconciliations and bank statements along with scanned copies of the cancelled checks throughout the year.*

Account Analysis - Accuracy of Accounts in General Ledger

In our last communication we outlined various analyses that could be performed for most major accounts throughout the year:

- Grants receivable – The detailed subsidiary ledger should be printed monthly and matched to the trial balance. Adjustments should be made for any differences.
- Inventory of fixed assets – The School has many fixed assets, such as furniture and computer equipment. We recommended performing a physical inventory of all fixed assets and comparing this inventory to the amount recorded on the books on an annual basis.
- Accounts payable – The detailed aging report should be printed monthly and matched to the trial balance. Adjustments should be made for any differences.
- Salary expense – On a quarterly basis, a reconciliation of salary expense on the books should be made to the amounts reported on the payroll tax forms (941 forms).

We recommended that these procedures be completed and reviewed for accuracy prior to producing internal financial reports.

Follow-up for June 30, 2013: *New accounting consultants were retained towards the end of the period, and they will begin to perform these functions on a periodic basis prospectively. We will revisit this process during our next audit.*

Debit Card Purchases

During our previous engagement, we noted that there is one debit card under the Executive Director's name that was held in the Director of Finance's office. We informed you that the School's financial institution does not have the capability to segregate multiple on-line users to authorize an on-line transaction, therefore use of a debit card is not consistent with the policy to have two authorized signers approve all payments. We recommended that the School discontinue the use of the debit card and considering opening a credit card account. This would limit New Dawn's exposure to damage from potential unauthorized transactions.

Follow-up for June 30, 2013: *The debit card is still being used. If the School deems it practical to use a debit card, we recommend changing the stated policy.*

Filing Documents

The existing policy requires that for all purchases, management prepare a purchase request package that contains supporting documentation such as the bid documentation, purchase order, approved packing slips, and authorized purchase request forms. During our previous engagement, we noted that several paid bills did not have all of the required supporting documentation. We recommended that the complete purchase request package be compiled prior to paying any bills.

Follow-up for June 30, 2013: *This condition still exists.*

III – Follow up to Previous Communication – Issues That Have Been Resolved

Segregation of Duties over Cash Disbursements

During our previous engagement, we noted that the former Director of Finance was responsible for processing checks, recording cash disbursements into the general ledger, receiving the monthly bank statements, and performing monthly bank reconciliations. The Director of Finance was also an authorized check signer. We informed you that a strong control would be to segregate the functions of the person signing checks from the person processing those checks, monitoring the books, and reconciling the bank statements to the books. We recommended changing the authorized signatories of checks to exclude the Director of Finance.

Follow-up for June 30, 2013: *Accounting consultants were retained who are now responsible for processing checks and posting entries to the general ledger, and they do not have the ability to sign checks or authorize payments. As such, this issue was resolved.*

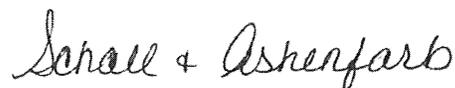
Payroll Processing & Personnel Files

During our previous engagement, we recommended certain procedures to help ensure that employees are paid the correct amount and that the School is in compliance with applicable regulations:

- We recommended inserting documentation of each employee's most recent authorized pay rate in the personnel files to help ensure that each employee is paid the appropriate amount as well as protect the School in the event of a dispute. In addition, we informed you that New York State Labor Law requires that all employers provide employees with employment notices on or before February 1st of each year.
- Management receives a report from the payroll company that summarizes how much each employee was paid for the period. We recommended that the Executive Director review these reports and initial them to document the review process.
- During our previous engagement, management had difficulty locating the timesheets that we requested because they were not maintained in a central location. We recommended reviewing and approving each employee's timesheet prior to processing payroll.
- A New York City regulation for charter schools requires all staff members who may have contact with children get fingerprinted and have background checks obtained. During our previous engagement, management was in the process of getting this documentation for two employees.

Follow-up for June 30, 2013: *We reviewed the personnel files and noted that they were updated to have the authorized pay rate, the NYS Labor notification, and background checks. The Executive Director gets the payroll registers to review any changes that are made and gets those changes automatically emailed to her in real time. In addition, timesheets are prepared.*

This communication is intended solely for the information and use of management, the board of trustees, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2013

September 6, 2013

Ms. Sara Asmussen
Executive Director
New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Dear Ms. Asmussen:

We are pleased to confirm our understanding of the services we are to provide for New Dawn Charter High School, ("NDCHS") to comply with a request by the New York State Education Department solely to assist the specified parties in evaluating the School's assertion to New York State Education Department that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant,

We will perform tests based on the procedures outlined in Appendix B - Template for Independent Accountant's Report on CSP Funding, contained in the NYSED Charter School Audit Guide

This engagement is not considered an examination of the financial statements, the objective of which would be the expression of an opinion on the charter School's financial statements. Accordingly, we will not express such an opinion. Rather, this agreed-upon procedures engagement will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants.

The report will be laid out in a way where we describe the procedure and the observation noted. An example follows:

We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the difference.

The fee for this engagement will be based on our standard hourly rates, and is expected to be in the \$1,000 to \$2,000 range and will be billed at the time the draft report is submitted to management for review.

We thank you for selecting Schall & Ashenfarb. Please return the letter at your convenience so we may begin the work due to time sensitive nature of this project.

If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Schall & Ashenfarb

Schall & Ashenfarb
Certified Public Accountants, LLC

RESPONSE:

This letter correctly sets forth the understanding of NDCHS.

Sara M. Commins

Officer signature

Executive Director

Title

10/23/2013

Date

New Dawn Charter High School

Addendum to Engagement Letter

Agreed Upon Procedures to Perform

(Compare Policy & Procedures Manual to what they actually did from July 2012 through December 2012)

Chapter 2 – Revenue, Accounts Receivable, and Cash Receipts:

1. Per 2.1.1 (page 9) of the Policies and Procedures Manual, a designated staff member who has a limited role or involvement in other fiscal duties should open all mail, segregates checks, copies checks, and records them in a check log book.

We will make inquiries regarding whether this procedure was performed. We will also select a sample of cash receipts and report to you on whether they were recorded in the check log book as well as the general ledger.

2. Per 2.2.1 (page 12) of the Policies and Procedures Manual, all grant letters, pledges, and promises to give are forwarded by the Executive Director to the Director of Finance upon receipt. The Director of Finance reviews the documentation and records promises to give as receivable depending on the probability of receipt. On a quarterly basis, the Director of Finance forwards the accounts receivable aging report to the Executive Director to determine what, if any, steps are needed to collect or adjust the remaining receivables.

We will obtain the accounts receivable aging report for the first quarter of Fiscal Year 2012, and report to you on whether the items on the schedule have been collected to date.

Chapter 3 – Purchasing, Accounts Payable, and Cash Disbursements:

3. Per 3.1.1 (page 15-16) of the Policies and Procedures Manual, two bids are required for the purchase of items costing between \$1,000 and \$2,500. Three bids are required for the purchase of items costing \$2,500 or more. Original bid documentation supporting the vendor selection and vendor invoice is reviewed by the Director of Finance and Executive Director.

We will select a sample of purchases during FY12 and report to you on whether the bid process was performed.

4. Per 3.1.1 (page 17) of the Policies and Procedures Manual, a purchase request package is to be prepared for all purchases and is to be initiated by the individual requesting the purchase. All final requests must be approved by the Executive Director.

We will select a sample of purchases during FY12 and report to you on whether these policies were followed.

5. Per 3.1.2 (page 18) of the Policies and Procedures Manual, a designated staff member (who is not associated with purchasing or payment of goods) signs for and receives goods and merchandise and verifies that each item on the packing slip has been received.

We will select a sample of purchases during FY12 and report to you on whether these policies were followed.

6. Per 3.2.1 (page 20) of the Policies and Procedures Manual, the fiscal office is responsible for insuring all payment vouchers are supported by adequate documentation before issuing a check. On the invoice, the bookkeeper notes the vendor code and account number. The bookkeeper must attach the purchase requests and purchase order, packing slip, and receiving report to the payment package. The Director of Finance authorizes the package for payment by initialing and dating.

We will select a sample of purchases during FY12 and report to you on whether these policies were followed.

7. Per 3.1.1 (page 16) of the Policies and Procedures Manual, the Board of Directors must approve any purchase or contract that costs \$25,000 or more. In addition, per 3.2.2 (page 20-21) of the Policies and Procedures Manual, checks written in excess of \$75,000 require written authorization from a member of the Finance Committee. Authorized check signers are the Executive Director, Director of Finance, Associate Compliance and Board Chair. All bank accounts require two signers. No employee may sign a check payable to him/herself.

We will select a sample of cash disbursements during FY12 and report to you on whether these policies were followed.

8. Per 3.3.2 (page 24) of the Policies and Procedures Manual, the Executive Director approves all payments to the credit card(s) and in doing so reviews all charges to the cards.

We will select a sample of credit card charges, if any, made during FY12 and report to you on whether the payments were reviewed by the Executive Director.

Chapter 4 – Personnel:

9. Per 4.1.1 (page 31) of the Policies and Procedures Manual, the Director of Finance accumulates information and files it in the employee personnel file along with documentation of all employee pay or job status changes. All new hires, promotions, demotions, terminations, and changes in salary are supported by a Personnel Action Form, which is approved by the Executive Director.

We will select a sample of personnel files and report to you on whether they contain the most recent Personnel Action Form.

10. Per 4.2.1 (page 32) of the Policies and Procedures Manual, the school's Time and Attendance system tracks and maintains accurate records of the employees' time worked. Every employee is responsible for clocking IN and OUT on the Time and Attendance system. Employees sign the printed time reports verifying their hours worked. The Director of Finance files them in secured payroll files.

We will select a sample of payroll expenses, and report to you on whether they are supported by the Time and Attendance records.

11. Per 4.2.2 (page 32) of the Policies and Procedures Manual, New Dawn allocates employees' time on the basis of program or department assignments. Salaries and wages are allocated by functional area (program, administration, and fundraising) and by funding source. These allocations are determined by the Director of Finance each pay period. Payroll is posted to the general ledger to reflect these allocations.

We will select a sample of payroll expenses, and report to you on whether the expenses were allocated by both functional area and funding source.

12. Per 4.2.2 (page 33) of the Policies and Procedures Manual, on a quarterly basis, the Director of Finance performs a reconciliation of all salary accounts in the general ledger, as compared to the salary reported by the payroll processing company on the Quarterly Payroll Return.

We will report to you on whether this reconciliation was performed for the first quarter of the year.

Chapter 5 – Reporting, General Ledger, and Financial Statements:

13. Per 5.1.1 (page 37) of the Policies and Procedures Manual, the Board-approved budget is entered into the accounting system by a designated employee in the fiscal department. On a monthly basis, the Director of Finance produces the budget comparison reports reflecting variances between budget and actual revenue and expenses by program.

We will report to you on whether these reports were provided on a monthly basis during the year.

14. Per 5.1.3 (page 38) of the Policies and Procedures Manual, the Director of Finance's designee (who is not associated with the disbursement of cash) reconciles the bank statements to the accounting records. The monthly bank reconciliation is provided to the Executive Director or Director of Finance for approval with initials, on a monthly basis. The state recommends that bank reconciliations are prepared within 30 days of the statement end date.

We will report to you on whether the monthly bank reconciliations were performed during the year.

15. Per 5.2.1 & 5.2.2 (page 39) of the Policies and Procedures Manual, the Director of Finance conducts New Dawn's preliminary monthly accounting close by the second week of the month for the previous month. This monthly closing process generates financial reports that are provided to management and the Board of Trustees on a monthly basis.

We will report to you on whether the accounting records were closed and financial reports were provided on a timely basis.

16. Per 5.2.2 (page 39) of the Policies and Procedures Manual, grant expenditure reports are required to be filed with NYSED and other regulating agencies in a timely, accurate and complete manner.

We will select a sample of grant expenditure reports provided and report to you on whether they are supported by the school's underlying books and records.

Chapter 6 – Assets and Liabilities:

17. Per 6.1.2 (page 47-48) of the Policies and Procedures Manual, New Dawn takes a physical inventory of all assets to ensure the completeness and accuracy of the agency's records on an annual basis. The inventory of the assets on hand is compared to the fixed asset ledger.

We will report to you on whether this inventory has been done.

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES**

To the Board of Trustees of
New Dawn Charter High School

We have performed the procedures identified below, which were agreed to by the management of New Dawn Charter High School and the New York State Education Department solely to assist the specified parties in evaluating the School's assertion to New York State Education Department that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing CSP grant.

This agreed upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below whether for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure #1: We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconciled it to the grant revenue recorded by the Charter School.

Results:

The expenses from the detail of expenditures that we obtained for the period under review reconciled to the grant revenue recorded in the books.

Procedure #2: We obtained the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Results:

Based on the NYSED approved SED grant award information reviewed, the revenue and expenditures recorded for the period appeared reasonable.

Procedure #3: We selected a sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We selected 10 items or 10% of the total number of payroll items charged to the grant, whichever was less.

- b. Other expenses – We selected 10 items or 10% of the total number of other expense items charged to the grant, whichever was less.
- c. Using the above selected items, we:
 - i. Determined that the expenditure was in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods. (See non-regulatory guidance on the CSP grant at <http://www.p12.nysed.gov/psc/grants.html>)
 - ii. Determined that the expenditures fell into approved budget category
 - iii. Determined that the expenditure was charged to the appropriated fiscal period

Results:

We selected 10 items from payroll and other expenses and determined that:

- i. The expenditures were in accordance with the purpose of the grant.
- ii. The expenditures fell into approved categories.
- iii. The expenditures were charged to the appropriate fiscal period.

Procedure #4: We obtained FS-25 form(s) submitted to NYSED during the period under review and performed the following:

- a. Traced expenditures selected in Procedure #3 to requests for reimbursement to determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If any had not yet been requested for reimbursement, we inquired of responsible charter school officials as to the plan for requesting reimbursement, and determined if a receivable was recorded, if appropriate.
- b. For FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we selected one FS-25 and determined whether funds were expended within 1 month following the date of the request.

Results:

- a. We traced all of the expenses selected in Procedure #3 to their corresponding FS-25 form submitted and determined that they all were either spent prior to or within one month following the request for reimbursement.
- b. We selected one FS-25 and noted that the total amount on Line 4 was \$9,651. We determined these funds were spent within one month following the date of the request.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on New Dawn Charter High School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of New Dawn Charter High School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 17, 2013

Budget & Cash Flow

New Dawn Charter High School

Contact Name:

Sara M. Asmussen

Contact Email:

[REDACTED]

Contact Phone:

[REDACTED]

Operational Year 2:

July 1, 2013 to June 30, 2014

Food Service (Income from meals)			-	-	-	-
Text Book	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-	-	-	-
TOTAL REVENUE	2,743,763	1,174,643	-	-	-	3,918,406

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	No. of Positions							
Executive Management	1.00	111,720	35,280	-	-	-	147,000	Executive Director
Instructional Management	1.00	87,780	27,720	-	-	-	115,500	Principal
Deans, Directors & Coordinators	2.00	49,400	92,600	-	-	-	142,000	Spec Ed Coordinator; Director of School & Community Relations
CFO / Director of Finance	-	-	-	-	-	-	-	
Operation / Business Manager	2.00	79,800	25,200	-	-	-	105,000	Director of Compliance; Office Manager
Administrative Staff	1.00	18,240	5,760	-	-	-	24,000	NYIP Intern
TOTAL ADMINISTRATIVE STAFF	7.00	346,940	186,560	-	-	-	533,500	

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	8.00	395,200	124,800	-	-	-	520,000	
Teachers - SPED	3.00	-	190,000	-	-	-	190,000	
Substitute Teachers	-	22,876	7,224	-	-	-	30,100	10 days absent each teacher X 5 hours X \$43 an hour
Teaching Assistants	-	-	-	-	-	-	-	
Specialty Teachers	3.00	136,800	43,200	-	-	-	180,000	ELL; PE; and Spanish/Music Teachers
Aides	1.00	26,752	8,448	-	-	-	35,200	
Therapists & Counselors	3.00	148,466	32,142	-	-	-	180,608	2 Social Workers; 1 Guidance Counselor
Other	1.00	34,200	10,800	-	-	-	45,000	Internship Associate
TOTAL INSTRUCTIONAL	19.00	764,294	416,614	-	-	-	1,180,908	

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	-	
Security	-	-	-	-	-	-	-	
Other	1.00	22,800	7,200	-	-	-	30,000	General Monitor
TOTAL NON-INSTRUCTIONAL	1.00	22,800	7,200	-	-	-	30,000	

SUBTOTAL PERSONNEL SERVICE COSTS

27.00	1,134,034	610,374	-	-	-	1,744,408
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PAYROLL TAXES AND BENEFITS

Payroll Taxes		125,686	68,700	-	-	-	194,385	Assumes a 11.5% payroll tax cost
Fringe / Employee Benefits		341,725	127,530	-	-	-	469,255	Assumes an 18% benefit rate
Retirement / Pension		21,858	11,948	-	-	-	33,806	Assumes a 2% rate for pension costs
TOTAL PAYROLL TAXES AND BENEFITS		489,269	208,178	-	-	-	697,447	

TOTAL PERSONNEL SERVICE COSTS

27.00	1,623,303	818,552	-	-	-	2,441,855
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CONTRACTED SERVICES

Accounting / Audit	57,000	18,000	-	-	-	75,000	\$20,000 for year end audit and \$55,000 for ongoing bookkeeping services
Legal	16,000	-	-	-	-	16,000	
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	8,436	2,664	-	-	-	11,100	Assumes 37 students for 200 days at \$1.50 (85% poverty level)
Payroll Services	3,375	-	-	-	-	3,375	Standard cost of payroll services
Special Ed Services	-	29,400	-	-	-	29,400	Estimated to be \$500 beyond social education costs above
Titlement Services (i.e. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	111,500	18,000	-	-	-	129,500	Contracted Security Services; Technology Services
TOTAL CONTRACTED SERVICES	196,311	68,064	-	-	-	264,375	

SCHOOL OPERATIONS

Board Expenses	1,200	-	-	-	-	1,200	Estimated to be \$100 per month for training purposes and supplies
Classroom / Teaching Supplies & Materials	16,720	5,280	-	-	-	22,000	Estimated to be \$1,000 per month for 10 months and \$12,000 for library materials
Special Ed Supplies & Materials	-	11,760	-	-	-	11,760	Estimated at \$200 per student
Textbooks / Workbooks	37,240	14,700	-	-	-	51,940	Estimated at \$200 per general ed student; \$250 special ed
Supplies & Materials other	18,620	5,880	-	-	-	24,500	Estimated at \$100 per student
Equipment:Purchased	24,320	7,680	-	-	-	32,000	Equipment = \$10,000
Equipment:Leased	13,224	4,176	-	-	-	17,400	Copier and phones
Furniture	57,000	6,000	-	-	-	63,000	\$15,000
Telephone	12,312	3,888	-	-	-	16,200	Assumes \$1,350/month
Technology	51,832	16,368	-	-	-	68,200	boards & student computers = \$55,200
Student Testing & Assessment	10,640	3,360	-	-	-	14,000	Estimated costs for testing Series + Safe required by NYSED
Field Trips	5,586	1,764	-	-	-	7,350	Estimated at \$30 per student
Recreation	7,980	2,520	-	-	-	10,500	Food for special occasions, after school club supplies
Transportation (student)	-	-	-	-	-	-	Office of Pupil Transportation will supply metro cards
Student Services - other	-	-	-	-	-	-	
Office Expense	15,200	4,800	-	-	-	20,000	Estimated at \$1,250 a month for items not budgeted elsewhere
Postage	1,200	-	-	-	-	1,200	Estimated to be \$100 per month
Medical Supplies	1,200	-	-	-	-	1,200	Estimated to be \$100 per month
Staff Development	7,600	2,400	-	-	-	10,000	Extra PD for staff
Staff Recruitment	5,500	-	-	-	-	5,500	
Student Recruitment / Marketing	5,500	-	-	-	-	5,500	
School Meals / Lunch	-	-	-	-	-	-	
Travel (Staff)	2,500	-	-	-	-	2,500	Travel/Lodging to Conferences
Conference Fees	1,000	-	-	-	-	1,000	Conference Fees
Fundraising	-	-	-	-	-	-	
Other	16,386	5,174	-	-	-	21,560	Internship stipends (must be paid through other source)
TOTAL SCHOOL OPERATIONS	312,760	95,750	-	-	-	408,510	

FACILITY OPERATION & MAINTENANCE

Insurance	18,240	5,760	-	-	-	24,000	
Janitorial	39,520	12,480	-	-	-	52,000	Sanitation and cleaning supplies; cleaning crew costs
Building and Land Rent / Lease	419,520	132,480	-	-	-	552,000	\$44,420 per month plus additional taxes
Repairs & Maintenance	30,400	9,600	-	-	-	40,000	General Repairs

Equipment / Furniture	7,500	-	-	-	7,500	Vacuum cleaner, industrial floor cleaner, hand truck
Security	4,779	1,509	-	-	6,288	
Utilities	36,480	11,520	-	-	48,000	\$4,000 per month
TOTAL FACILITY OPERATION & MAINTENANCE	556,439	173,349	-	-	729,788	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	25,000	-	-	-	25,000	
TOTAL EXPENSES	2,713,813	1,155,715	-	-	3,869,528	
NET INCOME	29,950	18,928	-	-	48,878	

ENROLLMENT - *School Districts Are Linked To Above Entries*						
School District 15: New Dawn Charter High School	186	59	-		245	
School District - ALL OTHER	-	-	-		-	
TOTAL ENROLLMENT	186	59	-		245	
REVENUE PER PUPIL	14,751	19,909	-		15,993	
EXPENSES PER PUPIL	14,590	19,588	-		15,794	

Recreation			1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	10,500
Transportation (student)	-	-	-	-	-	-	-	-	-	-	-	-	-
Student Services - other	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Expense	-	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	20,000
Postage	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Medical Supplies	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Staff Development		-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000
Staff Recruitment	-	-	-	-	-	-	-	-	1,375	1,375	1,375	1,375	5,500
Student Recruitment / Marketing	-	-	-	-	688	688	688	688	688	688	688	688	5,500
School Meals / Lunch	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel/Lodging (Staff)	-	-	-	-	-	-	-	-	-	-	-	2,500	2,500
Conference Fees												1,000	1,000
Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	2,156	2,156	2,156	2,156	2,156	2,156	2,156	2,156	2,156	2,156	21,560
TOTAL SCHOOL OPERATIONS	67,375	13,142	89,205	15,659	16,346	38,660	24,346	56,393	17,721	30,721	17,721	21,221	408,510
FACILITY OPERATION & MAINTENANCE													
Insurance	24,000		-	-	-	-	-	-	-	-	-	-	24,000
Janitorial	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	52,000
Building and Land Rent / Lease	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	552,000
Repairs & Maintenance	20,000	-	-	-	-	-	-	20,000	-	-	-	-	40,000
Equipment / Furniture	7,500	-	-	-	-	-	-	-	-	-	-	-	7,500
Security	524	524	524	524	524	524	524	524	524	524	524	524	6,288
Utilities	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000
TOTAL FACILITY OPERATION & MAINTENANCE	106,357	54,857	54,857	54,857	54,857	54,857	54,857	74,857	54,857	54,857	54,857	54,857	729,788
DEPRECIATION & AMORTIZATION													
	-	-	-	-	-	-	-	-	-	-	-	-	-
DISSOLUTION ESCROW & RESERVES / CONTINGENCY													
	-	-	-	-	-	25,000	-	-	-	-	-	-	25,000
TOTAL EXPENSES	391,702	285,968	369,092	295,545	316,233	343,546	304,233	356,279	297,608	310,608	297,608	301,108	3,869,528
NET INCOME	255,758	(226,543)	248,305	(266,182)	301,165	(314,183)	313,165	(326,916)	319,790	(281,245)	319,790	(294,025)	48,878
CASH FLOW ADJUSTMENTS													
OPERATING ACTIVITIES													
Example - Add Back Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
INVESTMENT ACTIVITIES													
Example - Subtract Property and Equipment Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Investment Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
FINANCING ACTIVITIES													
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Flow Adjustments	-	-	-										
NET INCOME	255,758	(226,543)	248,305	(266,182)	301,165	(314,183)	313,165	(326,916)	319,790	(281,245)	319,790	(294,025)	48,878
Beginning Cash Balance	-	-	-										
ENDING CASH BALANCE	255,758	(226,543)	248,305	(266,182)	301,165	(314,183)	313,165	(326,916)	319,790	(281,245)	319,790	(294,025)	48,878

**New Dawn Charter High School
PROJECTED BUDGET / OPERATING PLAN FOR INITIAL CHARTER PERIOD**

DESCRIPTION OF ASSUMPTIONS

Total Revenue	2,673,393	3,918,406	6,183,930	7,664,920	7,696,920
Total Expenses	2,648,647	3,869,528	5,747,838	7,038,996	7,303,701
Net Income (Before Cash Flow Adjustments)	24,746	48,878	436,092	625,924	393,219
Actual Student Enrollment	150	245	400	500	500
Total Paid Student Enrollment	150	245	400	500	500

	Year 1	Year 2	Year 3	Year 4	Year 5
	2012-13	2013-14	2014-15	2015-16	2016-2017

***Year 1 should tie to Totals for Year 1 on Tabs 4 and 5**

REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue Percentage Increase				
0.0%	0.0%	0.0%	0.0%	0.0%

Per Pupil Revenue

CY Per Pupil Rate

School District 15: New Dawn Charter High School	13,527
School District - ALL OTHER	-
TOTAL Per Pupil Revenue (Average Districts Per Pupil Funding)	

Assumes a flat rate of \$13,527 every year

2,029,050	3,314,115	5,410,800	6,763,500	6,763,500
-	-	-	-	-
2,029,050	3,314,115	5,410,800	6,763,500	6,763,500
163,350	272,250	461,160	592,920	592,920
6,740	-	-	-	-
122,250	60,125	66,450	-	-
-	-	-	-	-
-	-	-	-	-
2,321,390	3,646,490	5,938,410	7,356,420	7,356,420

TOTAL REVENUE FROM STATE SOURCES

REVENUE FROM FEDERAL FUNDING

19,200	75,520	75,520	96,000	128,000
63,750	77,216	170,000	212,500	212,500
-	7,781	-	-	-
34,425				
200,203	111,399	-	-	-
-	-	-	-	-
-	-	-	-	-
317,578	271,916	245,520	308,500	340,500

\$1,280 x 15 students; 59; 75; 100

Assumes 85% poverty rate at \$500 per pupil

LOCAL and OTHER REVENUE

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
34,425				
-	-	-	-	-
-	-	-	-	-
34,425	-	-	-	-

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

TOTAL REVENUE

<u>2,673,393</u>	<u>3,918,406</u>	<u>6,183,930</u>	<u>7,664,920</u>	<u>7,696,920</u>
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	No. of Positions						
Executive Management	1.00	140,000	147,000	154,350	162,068	170,171	GENERAL ASSUMPTION for all continuing staff = 5% raise each year
Instructional Management	1.00	110,000	115,500	121,275	127,339	133,706	
Deans, Directors & Coordinators	0.50	31,250	142,000	329,100	345,555	362,833	Yr2=1 FT SPED Coordinator; Yr2=Director of Support Services and AP
CFO / Director of Finance	1.00	77,250	-	75,000	78,750	82,688	
Operation / Business Manager	1.00	51,352	105,000	110,250	115,763	121,551	
Administrative Staff	2.00	66,667	24,000	105,200	180,460	189,483	Yr3=Bookkeeper and aide; Yr4=Purchasing Associate and aide
TOTAL ADMINISTRATIVE STAFF	6.50	476,519	533,500	895,175	1,009,934	1,060,430	

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	5.00	298,025	520,000	871,000	1,174,550	1,233,278	teachers; Yr4=4 new core teachers
Teachers - SPED	1.00	64,190	190,000	264,500	342,725	359,861	Yrs2, 3, 4=1 new SPED each year
Substitute Teachers	-	17,200	30,100	49,450	60,200	60,200	10 days absent each teacher X 5 hours X \$43 an hour
Teaching Assistants	-	-	-	-	-	-	
Specialty Teachers	2.00	123,795	180,000	389,000	408,450	428,873	Fine Art, ELL, Music Teacher
Aides	1.00	32,000	35,200	64,960	68,208	71,618	Yrs 2 & 3=1 new Aide each year
Therapists & Counselors	3.00	173,874	180,608	249,638	382,120	401,226	worker;Yr4=1 each SW & counselor
Other	-	41,400	45,000	105,610	230,891	242,435	Yr3=College Associate; Yr4=2 Additional Staff
TOTAL INSTRUCTIONAL	12.00	750,484	1,180,908	1,994,158	2,667,144	2,797,491	

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-	-	Supply nurse through Lutheran Hospital
Librarian	-	-	-	-	-	-	
Custodian	-	30,000	-	-	28,000	29,400	Yr4=1 new custodian
Security	-	-	-	-	-	-	Provided by School Safety Officers through the NYC DOE
Other	-	-	30,000	63,500	66,675	70,009	
TOTAL NON-INSTRUCTIONAL	-	30,000	30,000	63,500	94,675	99,409	

SUBTOTAL PERSONNEL SERVICE COSTS

18.50	1,257,003	1,744,408	2,952,833	3,771,753	3,957,330
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PAYROLL TAXES AND BENEFITS

Payroll Taxes		144,555	194,385	333,889	426,829	448,170	Assumes a 11.5% payroll tax cost
Fringe / Employee Benefits		215,712	469,255	672,609	893,079	986,483	Assumes an 18% benefit rate+ Yr2,3,4,5 X staff at \$5,000 incentives
Retirement / Pension		23,968	33,806	59,057	75,435	77,943	Assumes a 2% rate for pension costs
TOTAL PAYROLL TAXES AND BENEFITS		384,236	697,447	1,065,555	1,395,343	1,512,596	

TOTAL PERSONNEL SERVICE COSTS

18.50	1,641,239	2,441,855	4,018,388	5,167,096	5,469,926
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CONTRACTED SERVICES

Accounting / Audit		5,000	75,000	25,000	25,000	25,000	Procedures and policies in place, no legal accounting oversight needed
Legal		16,800	16,000	10,000	10,000	10,000	
Management Company Fee		-	-	-	-	-	

Nurse Services
 Food Service / School Lunch
 Payroll Services
 Special Ed Services
 Titliment Services (i.e. Title I)
 Other Purchased / Professional / Consulting
TOTAL CONTRACTED SERVICES

-	-	-	-	-
40,500	11,100	18,000	22,500	22,500
2,500	3,375	4,250	5,000	6,875
18,000	29,400	48,000	60,000	60,000
-	-	-	-	-
-	129,500	-	-	-
82,800	264,375	105,250	122,500	124,375

Supplied by LICH
 Estimated to be \$500 beyond social education costs above
 Included in salary line above

SCHOOL OPERATIONS

Board Expenses
 Classroom / Teaching Supplies & Materials
 Special Ed Supplies & Materials
 Textbooks / Workbooks
 Supplies & Materials other
 Equipment:Purchased
 Equipment:Leased
 Furniture
 Telephone
 Technology
 Student Testing & Assessment
 Field Trips
 Recreation
 Transportation (student)
 Student Services - other
 Office Expense
 Postage
 Medical Supplies
 Staff Development
 Staff Recruitment
 Student Recruitment / Marketing
 School Meals / Lunch
 Travel (Staff)
 Conference Fees
 Fundraising
 Other
TOTAL SCHOOL OPERATIONS

1,200	1,200	1,200	1,200	1,200
22,000	22,000	22,000	22,000	22,000
7,200	11,760	19,200	24,000	24,000
31,800	51,940	84,800	106,000	106,000
7,668	24,500	10,800	12,000	12,000
129,500	32,000	123,500	86,000	86,000
	17,400			
	63,000			
12,000	16,200	16,200	16,200	16,200
39,200	68,200	70,000	85,000	57,000
14,000	14,000	7,500	7,500	7,500
4,500	7,350	12,000	15,000	15,000
	10,500			
-	-	-	-	-
-	-	-	-	-
20,000	20,000	36,000	42,000	42,000
	1,200	2,000	3,000	3,000
	1,200	2,000	3,000	3,000
4,000	10,000	4,000	4,000	4,000
5,500	5,500	15,000	10,000	500
5,500	5,500	10,000	7,500	5,000
-	-	-	-	-
-	2,500	-	-	-
	1,000			
-	-	10,000	10,000	10,000
-	21,560	-	-	-
304,068	408,510	446,200	454,400	414,400

Estimated to be \$100 per month for training purposes and supplies
 Estimated to be \$1,000 per month for 10 months and \$12,000 for library materials
 Estimated at \$200 per student
 Estimated at \$200 per general ed student; \$250 special ed
 Ongoing costs of \$6,000 for warehouse & \$12 per student
 furniture; \$4000 student furniture; \$2,500 extra
 Assumes \$1,000/month
 Scantron Performance Series
 Estimated at \$30 per student
 Office of Pupil Transportation will supply metro cards
 Estimated at \$1,000 for 10 days throughout the year
 Included above under contract services

FACILITY OPERATION & MAINTENANCE

Insurance
 Janitorial
 Building and Land Rent / Lease
 Repairs & Maintenance
 Equipment / Furniture
 Security
 Utilities

21,000	24,000	35,000	35,000	35,000
12,000	52,000	15,000	20,000	20,000
509,040	552,000	1,080,000	1,080,000	1,080,000
40,000	40,000	-	100,000	100,000
-	7,500	-	-	-
-	6,288	-	-	-
36,000	48,000	48,000	60,000	60,000

Accounts for growth in space and students over time
 Accounts for growth over time for space requirements @ \$20 square foot
 Takes into account our own building in year 4
 Accounts for increase in square footage over time

TOTAL FACILITY OPERATION & MAINTENANCE	618,040	729,788	1,178,000	1,295,000	1,295,000
DEPRECIATION & AMORTIZATION	-	-	-	-	-
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	2,500	25,000	-	-	-
TOTAL EXPENSES	2,648,647	3,869,528	5,747,838	7,038,996	7,303,701
NET INCOME	24,746	48,878	436,092	625,924	393,219

ENROLLMENT - *School Districts Are Linked To Above Entries*

School District 15: New Dawn Charter High School	150	245	400	500	500
School District - ALL OTHER	-	-	-	-	-
TOTAL ENROLLMENT	150	245	400	500	500
REVENUE PER PUPIL	17,823	15,993	15,460	15,330	15,394
EXPENSES PER PUPIL	17,658	15,794	14,370	14,078	14,607

CASH FLOW ADJUSTMENTS

OPERATING ACTIVITIES					
Example - Add Back Depreciation	-	-	-	-	-
Other	-	-	-	-	-
Total Operating Activities	-	-	-	-	-
INVESTMENT ACTIVITIES					
Example - Subtract Property and Equipment Expenditures	-	-	-	-	-
Other	-	-	-	-	-
Total Investment Activities	-	-	-	-	-
FINANCING ACTIVITIES					
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-
Other	-	-	-	-	-
Total Financing Activities	-	-	-	-	-
Total Cash Flow Adjustments	-	-	-	-	-
NET INCOME	24,746	48,878	436,092	625,924	393,219
Beginning Cash Balance	-	24,746	73,624	509,716	1,135,641
ENDING CASH BALANCE	24,746	73,624	509,716	1,135,641	1,528,859

Appendix E: Disclosure of Financial Interest Form

Created Friday, July 26, 2013

Page 1

331500861016 NEW DAWN CHS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

Appendix F: BOT Membership Table

Created Monday, July 22, 2013

Updated Monday, July 29, 2013

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331500861016 NEW DAWN CHS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Ronald Tabano	Chair/President	Yes	Runs a transfer charter school, understands budgets and education	Elected: 12/2012 Terms do not expire	
2	George Crowley	Treasurer	Yes	Is a CPA, has done budgets for non profits including charter schools	Elected: 12/2012 Terms do not expire	
3	Leslie Winter	Vice Chair/Vice President	Yes	Has extensive not for profit board experience and real estate experience	Elected: 12/2012 Terms do not expire	
4	Samir Souidi	Secretary	Yes	Has extensive experience with technology and charter schools	Elected: 12/2012 Terms do not expire	
5	Frank San Felice	Member	Yes	Has extensive experience with education, compensation reform, and charter school	Elected: 12/2012 Terms do not expire	
6	Phillip Weitzman, Ph.D.	Member	Yes	Has extensive experience with law, economics, post-secondary education, and starting schools	Elected: 4/2013 Terms do not expire	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2012-13 school year

1

3. Total Number of Members Departing the Board during the 2012-13 school year

1

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

15

5. How many times did the Board meet during the 2012-13 school year?

11

6. How many times will the Board meet during the 2013-14 school year?

12

Thank you.

***New Dawn Charter High School
Board of Trustees Meeting***

Place: John V. Lindsay Wildcat Academy Charter School
17 Battery Place
New York, NY 10004

Date: July 11, 2012

Time: 3:00 p.m.

Minutes

Present: Sara Asmussen, George Crowley, Luis Cruz, Frank San Felice, Samir Souidi,
Ron Tabano

Absent: Alicia McFarlane, Leslie Winters

I. Call to Order

Mr. Tabano called the meeting to order at 3:21 p.m.

II. Resolution: Minutes from June 2012 Meeting

Mr. Tabano asked for any comments or edits from the June 2012 Board minutes. Being none, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. San Felice moved that the minutes be approved as written.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

III. Status of 501(c)3

Dr. Asmussen reported that we have heard nothing yet other than the initial letter stating it had been received and was being reviewed. Approval should be received soon.

IV. Grant Update

a. Stimulus Grant Update

Supposedly the monies for the Stimulus Grant are being released this month. So far, there is no indication that the money is available on the New Dawn Grants Finance page. The project must be completed by August 31 and we must have a final report by September 7, 2012. This was a 10 month project originally so we are really being hurt by

the fact the money has not been released. CEI-PEA has moved forward with their end of the work without payment. The Grants Finance office has assured us that the money is there and we will receive it. The program is administered by CSI through SUNY and they are having problems releasing the money.

b. E-rate Update

We are moving forward with E-rate. We had to ask for a summer deferral because the Federal monitor would not accept our free and reduced lunch rate. Students are now list served on ATS and when ATS rolls over next week, students will then be officially enrolled in New Dawn. At that point we can print out a free and reduced lunch list from ATS and send it to the NYSED. Wim Himsworth from E-Rate Central at NYSED will then sign off on our list and we will submit to our monitor.

c. Race to the Top and 3012-C Update

These have both been submitted as well as the Annual Professional Performance Review (APPR) for school leader and teachers. We should know shortly whether we will be included as a new school or not.

d. 21st Century Grant Update

Unfortunately, 21st Century Community Learning Center grants will not be available until October. We will definitely apply at that time.

V. Resolutions: Policies and Manuals

a. Code of Conduct and Disciplinary Code

Mr. Tabano asked if there were any comments or edits on the Code of Conduct Policy which was distributed prior to the meeting. A discussion was held about the suspension policy. Being none, he asked for a motion to approve the Policy.

Motion: Mr. Crowley moved that the New Dawn Code of Conduct and Disciplinary Code be approved as written.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

b. Grievance Policy for Parents

Mr. Tabano asked for any comments or edits on the Grievance Policy for Parents, which was distributed prior to the meeting. Being none, he asked for a motion to approve the Policy.

Motion: Mr. San Felice moved that the New Dawn Grievance Policy for Parents be approved as written.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

c. Grievance Policy for Staff

Mr. Tabano asked if there were any comments or edits on the Grievance Policy for Staff, which was distributed prior to the meeting. After a discussion, it was determined that staff should always go to Human Resources first then the Executive Director. The change was made to the policy.

Mr. Tabano asked for a motion to approve the Policy with the above change.

Motion: Mr. Crowley moved that the New Dawn Grievance Policy for Staff be approved with the edits.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

d. Wellness Policy

Mr. Tabano asked if there were any comments or edits on the Wellness Policy, which was distributed prior to the meeting. Being none, he asked for a motion to approve the Policy.

Motion: Mr. Souidi moved that the New Dawn Wellness Policy be approved as written.

Second: Mr. San Felice seconded the motion.

Vote: Unanimous

e. Student and Family Handbook

Mr. Tabano asked if there were any comments or edits on the Student and Family Handbook, which was distributed prior to the meeting. There was a request that the reference to staff behavior be removed as this was for parents and students. This edit was made.

Mr. Tabano then asked if there were no further edits, for a motion to approve the Handbook.

Motion: Mr. Crowley moved that the New Dawn Student and Family Handbook be approved with the above edit.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

f. FERPA

Mr. Tabano asked if there were any comments or edits on the FERPA Policy, which was distributed prior to the meeting. Even though the policy was taken directly from the Federal FERPA website, the Board requested feedback from the NYSED concerning the policy prior to approval. Therefore, this policy was tabled pending further feedback.

g. District Safety Plan

Mr. Tabano asked if there were any comments or edits on the District Safety Plan, which was distributed prior to the meeting. Being none, he asked for a motion to approve the Plan.

Motion: Mr. San Felice moved that the New Dawn District Safety Plan be approved as written.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

h. School Building Safety Plan

Mr. Tabano asked if there were any comments or edits on the School Building Safety Plan, which was distributed prior to the meeting. Being none, he asked for a motion to approve the Plan.

Motion: Mr. San Felice moved that the New Dawn School Building Safety Plan be approved as written.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

i. School Leader Evaluation

Mr. Tabano asked if there were any comments or edits on the School Leader Evaluation, which was distributed prior to the meeting. A discussion was held about the evaluation and how HEDI is calculated and the repercussions of a teacher or principal who remains in the developing category for two years. Further discussion was held about what should

the benchmark for passing the Regents should be. This was tabled for the Compensation Committee who will meet in the next couple of weeks to begin to develop a compensation plan for staff based on outcomes. It must also be determined who is the school leader—the Executive Director or the Principal.

There were no edits, so Mr. Tabano requested a motion to approve the School Leader Evaluation.

Motion: Mr. Souidi moved that the New Dawn School Leader Evaluation be approved as written.

Second: Mr. San Felice seconded the motion.

Vote: Unanimous

j. Teacher Evaluation

Mr. Tabano asked if there were any comments or edits on the Teacher Evaluation, which was distributed prior to the meeting. A discussion was held about how the evaluation system will change how principals interact with their jobs. This type of evaluation means that principals will spend the majority of their time in the classrooms. There was some concern about the 60/20/20 but due to the fact New Dawn applied for Race to the Top monies, there is no option. The Board voted at the prior meeting to apply for Race to the Top funds.

Mr. Tabano requested a motion to approve the Teacher Evaluation as written.

Motion: Mr. Crowley moved that the New Dawn Teacher Evaluation be approved as written.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

k. Support Staff Evaluation

Mr. Tabano asked if there were any comments or edits on the Support Staff Evaluation, which was distributed prior to the meeting. Discussion was held about why support staff evaluation would be connected to student outcomes. It was explained that in a school this small, that all staff regardless of role would have responsibility for students. The argument for using student outcomes for all staff regardless of roles was that it created equity among the staff and that it was the job of a school to educate students. The opposing viewpoint was that a support staff who traditionally had no responsibilities towards students could do their job perfectly and yet due to teachers and administration, students could still perform poorly, that it simply was not fair. It was determined that job descriptions would be brought to the next board meeting and the Board would determine

who should have their compensation based on 60 point job review and 40 points student outcomes and who should have their compensation based on 80 point job review and 20 points student outcomes. It was decided that the evaluation would be changed to reflect that the board would determine which non-teaching staff would have a 60/40 split (counselors, etc.) and which non-teaching staff would have a 80/20 split (custodian).

Mr. Tabano requested a motion to approve the Support Staff Evaluation with the edits noted above.

Motion: Mr. Souidi moved that the New Dawn Support Staff Evaluation be approved with the agreed upon changes.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

VI. Policies Being Submitted to NYSED

a. Attendance Policy

The Attendance Policy had been distributed for review prior to the meeting. It was requested that late be defined as late. This change was made. Students will be encouraged to arrive at school by 8:30 and if not in class by 9:00, will be marked late.

b. Food Services Plan

Dr. Asmussen explained that NYC DOE SchoolFood will be doing their walk through on Monday, August 6. We will finalize everything at that time. SchoolFood will be applying to the Federal School Lunch Program for us.

c. Transportation Plan (DOB Filing)

A discussion was held about the fact the NYC DOE's Office of Student Transportation rejected the 242 Hoyt Street Certificate of Occupancy while everyone else has approved it. The building owner has filed for a letter of No Objection from the Department Buildings but we have yet to resolve this. OPT does know that the letter will eventually be completed and so they are to be expected to still provide student metro cards in September if we have the letter.

VII. Student Update

a. Enrollment Update

Dr. Asmussen discussed the fact that we currently we have applications for 210 students and we are getting more every day. We will continue enrollment through July and probably into August for the last group of students.

b. ATS List Serve

Dr. Asmussen reported that once the ATS roll over happens next week, we will officially become a school and be “live” on the DOE rolls. We have 108 students (meaning we have parent sign off and complete application packets) list served on ATS at this time. These will become our students on July 16.

c. Update on Enrollment meetings

Dr. Asmussen reported that days are chosen as new applications are submitted and we have parents and students come to the center to drop of their information. These have been fairly successful each time we have conducted one. We pick up 10 to 15 additional students each time.

d. Numbers (free/reduced lunch, IEP status)

Dr. Asmussen reported that with the 108 students we have an 81% free and reduced rate, but many students are missing their lunch status so this will increase once the data from ATS is obtained. There are 32% of the students with IEPs at this point. The majority of students coming in with IEPs have not had an update in one to three years and we need parents to understand this and understand what services we offer. However, looking at the intensive services IEP students, there is only one at risk of not graduating due to credit accumulation, several have passed Regents exams, and they came from seven different schools. At this time 21% of our students are English Language Learners and we have at least three that speak little to no English. There is a meeting being held tomorrow with an ELL specialist to review our program.

VIII. Staff Update

a. Remaining staff to be Hired

Dr. Asmussen reported that all staff had been hired but the school counselor had taken another job with the DOE so we are currently looking for another counselor.

b. Staff Evaluation System and Compensation

This is part of the Race to the Top and STLE grant. The Compensation committee (Mr.'s Tabano, Crowley, and SanFelice) will be meeting over the next few weeks to apply this evaluation rubric to compensation for the school. The committee will report back to the full board.

IX. Executive Session

Mr. Tabano asked for a motion to move into Executive Session to discuss confidential staffing issues pertaining to staff.

Motion: Mr. San Felice moved that the Board of Trustees move into Executive Session.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

- a. Outstanding staff issues

Mr. Tabano asked for a motion to request the discussed Conditional Approvals.

Motion: Mr. Crowley moved that the Board of Trustees request the Conditional Approvals.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

- b. Return to Board Meeting

Mr. Tabano asked for a motion to return to the Board meeting.

Motion: Mr. San Felice moved that the Board of Trustees continue with the regular board meeting.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

X. Resolution: Health Insurance

A discussion regarding the health insurance was held. Mr. Crowley recused himself due to a pre-existing relationship with one of the brokers being discussed. Unfortunately, once Mr. Crowley recused himself, there was no longer a quorum. The Executive Committee will make this decision. The Board decided that the school would chose a combination of the most beneficial to staff and the least expensive to the school.

XI. Facilities

- a. Renovations

Mr. Tabano and Dr. Asmussen will do a walk-through of the building with the lowest bidder. If this individual stays within the approved budget, the Executive Committee will make a determination as to which contract to chose.

b. Liability Insurance

Mr. Cruz reported that the school and staff are now fully covered. Students will be covered once the school opens.

c. Copier

We were rejected by the Xerox company chosen at the last meeting. We needed someone to secure the "loan" even though we were ready to pay for the leasing. Mr. Cruz will continue to contact vendors to find other options.

d. Furniture

The vendor the Finance Committee chose was discussed. This particular vendor was significantly less expensive than the other two.

e. Cabling

E-rate cabling was discussed. There is a path through the janitor's rooms on each floor so that decreased the cost because they can drop the cables through existing exits. Mr. Souidi was able to donate switches, a backup server, and USP port from his company which also decreased the overall costs.

XII. Financial Report

a. Financial Report

Mr. Cruz presented the financial report through June 2012. There are no unexpected expenditures. It was clarified that our fiscal year will be July 1 through June 30.

XIII. NYSED Submissions for June/July (Submitted)

- a. June 30, 2012: Food Services Plan
- b. July 1, 2012: Names of students enrolled at New Dawn
- c. July 15, 2012: Insurance Binders submitted to NYSED
- d. July 31, 2012: Submit letter assuring that ND is ADA compliant

XIV. Timeline for NYSED Activities (not submitted)

- a. July 1, 2012: Assessment Plan*
- b. July 1, 2012: Purchase Safe and order testing materials*
- c. July 1, 2012: Scope, Sequence, and Curriculum completed
- d. July 1, 2012: Students List Served on ATS for enrollment to New Dawn
- e. July 1, 2012: Submit Wellness Plan to NYSED
- f. July 15, 2012: Complete first day plans, procedures, etc.
- g. July 31, 2012: Conduct Student Orientation*
- h. August 1, 2012: Submit the following policies and procedures to NYSED:
Student Disciplinary Code

School and District Safety Plans
FERPA
Student and Family Handbook
Transportation Services Plan

- i. August 1, 2012: Submit performance goals to NYSED for the following:
 - School Leader
 - Other Support Staff
 - Teachers
- j. August 1, 2012: Create plan to safeguard and control access to building
- k. August 1, 2012: Attendance Tracking Program finalized
- l. August 1, 2012: SIRS log on
- m. August 1, 2012: Hang labor posters
- n. August 1, 2012: Ensure appropriate food storage*
- o. August 1, 2012: Complete process of for distribution and collection of free/reduced/full price meals
- p. August 1, 2012: Final system for tracking staff attendance and time off
- q. August 1, 2012: Secure Substitute teachers
- r. August 1, 2012: Process for appointment of Emergency Conditional Employees
- s. August 1, 2012: Have all medical and nursing staff in place*
- t. August 1, 2012: Create a Health and Safety Plan including immunization plan*
- u. August 1, 2012: Submit Medications Administration Plan to NYSED*
- v. August 1, 2012: Have appropriate staff trained on emergency devices and CPR*
- w. August 1, 2012: Identify students with IEPs and ELLs with paperwork
- x. August 1, 2012: Identify certified speech, language and OT therapists
- y. August 15, 2012: Student scheduling complete
- z. August 15, 2012: Quarterly Financials to NYSED
- aa. ?????: Submit Consolidated Application when released

XV. New Business

Mr. Tabano asked if there was any new business. Being none, Mr. Tabano requested a motion to adjourn the meeting.

Motion: Mr. Crowley moved that the Board of Trustees adjourn the July meeting.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Meeting was adjourned at 5:13 p.m.

The August board meeting will be held at the school (242 Hoyt Street) in the Board room at 3:00 p.m. on August 8, 2012.

*New Dawn Charter High School
Board of Trustees Meeting*

Place: John V. Lindsay Wildcat Academy Charter School
17 Battery Place
New York, NY 10004

Date: August 15, 2012

Time: 3:00 p.m.

Mr. Tabano announced that Alicia MacFarlane was being placed on medical leave and is unable to serve on the New Dawn Board of Trustees. This became effective on August 14, 2012.

Minutes

Present: Sara Asmussen, George Crowley, Lisa DiGuadio, Ron Tabano, Leslie Winters

Absent: Frank San Felice, Samir Souidi

I. Call to Order

Mr. Tabano called the meeting to order at 3:15 p.m.

II. Resolution: Minutes from June 2012 Meeting

Mr. Tabano asked for any comments, edits, or discussions from the August 2012 Board minutes. Being none, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. Crowley moved that the minutes be approved as written.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

III. Status of 501(c)3

Dr. Asmussen reported that 501(c)3 determinations were backed up and it may be a few more months before we hear anything.

IV. Grant Update

a. Stimulus Grant Update

There still has been no movement on the transfer of monies from SUNY CSI to the school, although again we have been assured that the money is there it is simply a technical error with the State's new accounting system implemented last May. A request was made to pay the outstanding bills. The Board decided to table this discussion until the next meeting.

b. TIF4 Grant Update

Dr. Asmussen reported that at the last minute New Dawn was deemed eligible to participate in the TIF4 grant application. The NYC DOE Charter Office wrote a letter attesting to the free and reduced lunch rate for New Dawn.

c. Resolution: Consolidated Application

Dr. Asmussen described the TAP Consolidated Application. Mr. Tabano requested a motion to submit the application.

Motion: Mr. Winters Crowley moved that the Consolidated Application be approved and submitted.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

V. Resolutions: Policies and Manuals

a. Medical Director

Dr. Asmussen explained the issue behind the medical director, the level of malpractice liability, and the cost of the malpractice insurance. She further explained that all medical services would be offered through Long Island College Hospital and the Dr. Jedidiah Burack would train staff on appropriate procedures. In the event a student needed medication administration, the NYC DOE would provide a Medications Nurse who would be supervised by the DOE District 15 Medical Director.

b. Medication Policy

Dr. Asmussen discussed the Medication Policy which was distributed prior to the meeting.

c. Health Policy

Dr. Asmussen discussed the Health Policy which was distributed prior to the meeting.

d. ADA Compliance Letter

Dr. Asmussen discussed the ADA Compliance Letter and the necessary changes needed to fulfill the ADA accessibility at the school.

e. FERPA

Dr. Asmussen discussed the FERPA policy which was distributed prior to the meeting.

Mr. Tabano asked for a motion to approve the Medication, Health, and FERPA Policies and the ADA Compliance Letter.

Motion: Mr. Winter moved that the New Dawn Medication, Health, and FERPA Policies and the ADA Compliance Letter be approved as written.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

VI. Resolution: Revised Board Meeting Calendar

Mr. Tabano reiterated the need to change the Board meetings going forward to the third Wednesday of every month. This change had been discussed and agreed upon at a prior board meeting. Mr. Tabano requested a motion to accept the new Board schedules.

Motion: Mr. Crowley moved that the New Dawn Board of Trustees meeting be moved to the third Wednesday of every month.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

VII. Resolution: verification of Executive & Finance Committee Decisions

a. READ 180

Costs were discussed. Mr. Tabano requested a motion to approve the READ 180 purchased previously voted on by the Finance Committee.

Motion: Mr. Winter moved that READ 180 be purchased as the remedial reading program.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

b. Health Insurance

Mr. Tabano reported that Magii was selected to provide insurance coverage to New Dawn staff. Staff will pay 15% this year and then hopefully in coming years we will be able to reduce this amount. Mr. Tabano requested a motion to approve the Magii to provide Health Insurance with a 15% buy in by staff as previously voted on by the Executive Committee.

Motion: Mr. Winter moved that Magii be awarded the insurance contract and that staff pay 15% of their premiums.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

c. Furniture

Mr. Tabano reported on the Finance Committee's decision to order furniture from Adirondack at the cost of \$53,542.33. Mr. Tabano asked for a motion.

Motion: Mr. Crowley moved that the New Dawn purchase the furniture from Adirondack Direct.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

d. Wiring the Building

Mr. Tabano discussed the Finance Committee's decision to award the wiring contract to NY Data Voice for \$9,875. Mr. Tabano asked for a motion to approve this.

Motion: Mr. Crowley moved that the wiring contract be awarded to NY Data Voice. .

Second: Mr. Winters seconded the motion.

Vote: Unanimous

e. Contractor

Based on the discussion in the prior Board meeting, Mr. Tabano discussed the Executive Committee's decision to award the building renovations contract to A&C Contractors for a total of \$37,000. Mr. Tabano requested a motion.

Motion: Mr. Crowley moved that the A&C Contractors be awarded the contract.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

VIII. Student Update

a. Enrollment Update

Dr. Asmussen discussed the fact that we currently have 156 students enrolled. We are expecting a number of these students to return to Williamsburg Charter School since it was not closed. However, we will easily make our numbers and will continue enrollment through September.

b. Orientation

Dr. Asmussen reported that there are three more orientation meetings to go before the beginning of the school year.

IX. Staff Update

a. Remaining staff to be Hired

Dr. Asmussen reported that the Special Education teacher quit on day 2 of staff professional development. We are having a group of special education teachers come to the school to apply.

b. Hiring, Fingerprinting, Certifications

All teacher are highly qualified and all but one is NYSED certified.

X. Principal's Report

Ms. DiGuadio presented the professional development that has been ongoing since August 6. She reviewed her trainings and the progress staff were making. Professional development includes differentiation in instruction, using data to inform instruction, and teaching teachers how to use Danielson Evaluation.

XI. Facilities

a. Renovations

Renovations are moving forward and cost less than the original bid. We hope to have the school finished by the end of August.

b. Copier

Unfortunately, the copier company that the Board approved was unable to offer services to the school due to our lack of a credit rating, even for this small a monthly payment.

Therefore, we are using the same company that Wildcat uses. The contract is actually less than the original one approved by the Board and they are providing a better copier.

c. Certificate of Occupancy

Dr. Asmussen reported that at the last minute the Department of Buildings did write a letter allowing the building to be a school. We now have metro cards for students as well.

XII. Financial Report

a. Financial Report

The NYSED quarterly submission was distributed prior to the meeting. Mr. Tabano asked for discussion and then a motion to accept and submit the quarterly report.

Motion: Mr. Crowley moved that the quarterly finances be submitted to the NYSED.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

XIII. NYSED Submissions for June/July (Submitted)

- a. June 30, 2012: Food Services Plan
- b. July 1, 2012: Names of students enrolled at New Dawn
- c. July 15, 2012: Insurance Binders submitted to NYSED
- d. July 31, 2012: Submit letter assuring that ND is ADA compliant

XIV. Timeline for NYSED Activities (not submitted)

- a. July 1, 2012: Assessment Plan*
- b. July 1, 2012: Purchase Safe and order testing materials*
- c. July 1, 2012: Scope, Sequence, and Curriculum completed
- d. July 1, 2012: Students List Served on ATS for enrollment to New Dawn
- e. July 1, 2012: Submit Wellness Plan to NYSED
- f. July 15, 2012: Complete first day plans, procedures, etc.
- g. July 31, 2012: Conduct Student Orientation*
- h. August 1, 2012: Submit the following policies and procedures to NYSED:
 - Student Disciplinary Code
 - School and District Safety Plans
 - FERPA
 - Student and Family Handbook
 - Transportation Services Plan
- i. August 1, 2012: Submit performance goals to NYSED for the following:
 - School Leader
 - Other Support Staff
 - Teachers

- j. August 1, 2012: Create plan to safeguard and control access to building
- k. August 1, 2012: Attendance Tracking Program finalized
- l. August 1, 2012: SIRS log on
- m. August 1, 2012: Hang labor posters
- n. August 1, 2012: Ensure appropriate food storage*
- o. August 1, 2012: Complete process of for distribution and collection of free/reduced/full price meals
- p. August 1, 2012: Final system for tracking staff attendance and time off
- q. August 1, 2012: Secure Substitute teachers
- r. August 1, 2012: Process for appointment of Emergency Conditional Employees
- s. August 1, 2012: Have all medical and nursing staff in place*
- t. August 1, 2012: Create a Health and Safety Plan including immunization plan*
- u. August 1, 2012: Submit Medications Administration Plan to NYSED*
- v. August 1, 2012: Have appropriate staff trained on emergency devices and CPR*
- w. August 1, 2012: Identify students with IEPs and ELLs with paperwork
- x. August 1, 2012: Identify certified speech, language and OT therapists
- y. August 15, 2012: Student scheduling complete
- z. August 15, 2012: Quarterly Financials to NYSED
- aa. ?????: Submit Consolidated Application when released

XV. New Business

Mr. Tabano asked if there was any new business. Being none, Mr. Tabano requested a motion to adjourn the meeting.

Motion: Mr. Crowley moved that the Board of Trustees adjourn the August meeting.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

Meeting was adjourned at 4:33 p.m.

The September board meeting will be held at the school (242 Hoyt Street) in the Board room at 3:00 p.m. on September 28, 2012—meeting is being rescheduled from September 19 due to the holidays.

*New Dawn Charter High School
Board of Trustees Meeting*

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: September 28, 2012

Time: 3:00 p.m.

Minutes

Present: Sara Asmussen, Lisa DiGuadio, Ron Tabano, Leslie Winter

Absent: George Crowley, Frank San Felice, Samir Souidi

Mr. San Felice was called away on an emergency and quorum was not met. Meeting was not held.

***New Dawn Charter High School
Board of Trustees Meeting***

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: October 24, 2012

Time: 3:00 p.m.

Present: Sara Asmussen, George Crowley, Lisa DiGuadio, Samir Souidi, Ron Tabano,
Leslie Winters

Absent: Frank San Felice

I. Call to Order

Mr. Tabano called the meeting to order at 3:12 p.m.

II. Resolution: Minutes from August 2012 Meeting

The September meeting was called but a quorum was not present so the meeting was not held. Mr. Tabano asked for any comments or edits from the August 2012 Board minutes. Being none, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. Winter moved that the minutes be approved as written.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

III. Status of 501(c)3

We are still waiting on word from the IRS as to our status.

IV. Update on Grants

a. STLE Race to the Top

Dr. Asmussen reported that we were not awarded the STLE grant because we were not eligible to apply. Originally, the Race to the Top office suggested that we go ahead and submit just in case they might consider us. They did not even read our application which was put together by the team from CEI-PEA.

Dr. Asmussen thanked Dr. Amy Shore for all her work on the project.

b. E-Rate

Our Erate application is still under review currently. We were able to finally show our free and reduced lunch status. Currently they are reviewing the contracts and services we are receiving. Tomorrow is the final day to submit information so we should be hearing from them soon.

c. 21st Century Community Learning Center

The RFP for the 21st CCLC is out and New Dawn would like to apply. Two issues must be resolved prior to the application due date of December 14. First, the only schools eligible for participation are schools that are Title School Wide Schools. We would like to be school wide by next year, which might make us eligible.

A discussion was held about what this would entail. Board members agreed that we should get our school wide status as quickly as possible.

The next issue we need to address is that we need a community-based partner in order to apply. Dr. Asmussen will be reaching out to organizations that have been successful in the past with 21st CCLC applications. The Executive Committee will determine the best fit based on these initial talks.

d. TIF4

Dr. Asmussen announced that the Teacher Incentive Fund was awarded and that New Dawn is now officially in the PICCS 4 cohort. There are five other schools involved as well. A discussion was held about the implications for New Dawn moving forward.

V. Resolution: Revised Student Calendar

Due to the issues we had with our fire inspection at the beginning of the year, we were delayed opening by two days. Therefore, we need to make up these two days. We would like to suggest that we hold school on Election Day and Brooklyn/Queens (Superintendent Conference day (June 6).

Mr. Tabano asked for a motion to include these two days on the student calendar.

Motion: Mr. Tabano moved that the Election Day and Brooklyn/Queens day be added to the student schedules.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

VI. Resolution: Verification of Executive & Finance Committee Decisions

a. Computers

We had to order computers since four of our classes desperately need computers (READ 180, DIG/It, Character Development, and Career Choices) let alone our regular classes. Three bids were obtained and HP was significantly cheaper than the other two.

Mr. Tabano asked for a motion to approve the HP computers purchased for the school.

Motion: Mr. Souidi moved that the computer purchase be approved.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

b. Security Company

It became clear early on that we did not have enough staff to provide the level of security needed in a four story building with two front doors, a roof, and a 2nd floor terrace. Therefore, the decision was made to hire an outside security firm. This will impact the budget as these positions were not included in the 2012-2013 budget. We will modify the budget going forward.

Mr. Tabano asked for a motion to approve the hiring of Jay Richards Security.

Motion: Mr. Tabano moved that the contract with Jay Richards Security be continued.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

c. Alarm System

An immediate concern upon moving in was the alarm system. The cost was less than \$5,000 so we went with Mutual Central Alarm Services.

VII. Resolution: Current Projects

a. Forward Thinking: The Winley Group

A discussion was held about hiring the Winley Group to institute the Forward Thinking anti-gang curriculum in the school.

A discussion was held about the appropriateness of instituting the program in the school. It was decided to hold off until next year.

b. Technology

A discussion was held about hiring Tom Matthews on an as-needed basis to finish up with our technology needs. Our biggest issue at the moment is the fact that our domain name was stolen by our old provider. When it came time to renew the domain, because they had the passwords, they changed it to their company name. We are unable to access anything, load minutes or other relevant materials to the website. Further, the amount of time and money to conduct a forensic investigation would be prohibitive. It is understood that this is just a temporary position and that Mr. Matthews is Ms. DiGaudio's brother in-law and is providing us with a significant discount in pricing.

Mr. Tabano requested a motion to hire Mr. Matthews on a consulting and as needed basis to finish up our technology program.

Motion: Mr. Crowley moved that Mr. Matthews be hired on an as needed basis.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

c. Staff Attendance System

A discussion was held about the purchase of the Staff Attendance system. Easy Choice was approved.

d. Safe

We do not have any bids at this point but we are going to need a NYSED approved safe that will cost around \$8,000.

VIII. Student Update

Dr. Asmussen reported on the students currently in the school. We have 156 students with 93% free and reduced lunch. Our ages of students range from 15 to 20 years of age.

IX. Principal's Report

a. Danielson Ratings

The status of the Danielson observations was discussed. There have been several Danielson activities to date. First, each teacher was videotaped by the Principal. Following this, teachers rated themselves on the Danielson Rubric in order to have hands on experience with the rubric. Ms. DiGaudio and Dr. Asmussen have already conducted all the unannounced classroom observations as required under Ed Law 3012. Further, the inter-rater reliability (also required under the Ed Law) was calculated and we have a very high reliability.

Based on the unannounced observations, the walk-throughs already conducted by the Principal, and meetings with the teacher, principal, and director, an agreement was met whereby teachers would identify certain weaknesses in their instruction. These identified areas of improvement constitute the teachers' growth plans. These areas will be the focus of future walk-throughs and observations.

Teachers' areas of strength were also identified and other teachers were assigned to visit specific classrooms where a teacher excelled in an area where another teacher may be struggling.

There was a discussion about how the evaluation and observation is handled at the school.

b. Overview of Upcoming PD.

The classroom observation of Danielson consists of Domains 2 and 3. Therefore, professional development will focus on Domain 1 of Danielson which is the lesson planning aspect of the observation. According to Paula Bevans (leading authority on Danielson), this is the one Domain that teachers have complete and total control over. So you may have a new teacher who is weak in instruction, but they can be an excellent lesson planner. Further, she has stated that she never met an excellent teacher who did not also excel at Domain 1. Therefore, Domain 1 will be our focus for the remainder of the semester.

X. Facilities Update

Mr. Tabano will be going back to the group we worked with in Sunset Park to begin this process again. We will be looking into the zoning laws.

XI. Financial Report

Mr. Cruz was not at the meeting but the financials were distributed. The school is in good financial status.

XII. Executive Session

Mr. Tabano requested a motion to move into Executive Session.

Motion: Mr. Crowley moved that the Board move into Executive Session.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Staffing issues were discussed.

Executive session ended and back Mr. Tabano requested a motion to return to the meeting.

Motion: Mr. Winter moved that the Board leave the Executive Session and revert to the regular meeting.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Mr. Tabano requested a motion to extend the Emergency Fingerprint Clearance to the staff discussed in the Executive Session.

Motion: Mr. Crowley moved that the Emergency Clearance be extended

Second: Mr. Winter seconded the motion.

Vote: Unanimous

With no further business, Mr. Tabano requested a motion to end the meeting.

Motion: Mr. Souid moved that the meeting be adjourned.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

The meeting ended at 5:32 p.m. The next meeting will be held on Wednesday, November 28 at New Dawn Charter High School at 3 p.m.

***New Dawn Charter High School
Board of Trustees Meeting***

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: November 28, 2012

Time: 3:00 p.m.

Minutes

Present: Sara Asmussen, George Crowley, Luis Cruz, Lisa DiGaudio, Samir Souidi, Ron Tabano, Leslie Winters

Absent: Frank San Felice

XIII. Call to Order

Mr. Tabano called the meeting to order at 3:19 p.m.

XIV. Resolution: Minutes from October 2012 Meeting

Mr. Tabano ask for any comments or edits from the October 2012 Board minutes. Mr Crowley had sent his corrections earlier in an email. Being no other changes, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. Crowley moved that the minutes be approved as written.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

XV. Status of 501(c)3

No word yet, but the IRS has said they are probably another two months away from getting to our application.

XVI. Update on Grants

a. DYCD

Emailed the DYCD and we have to redo all the paperwork from this summer, turning this in by the end of this week.

b. E-Rate

E-Rate is still under review. Since the last meeting this is the third request for additional information.

c. Consolidated Application

This was under review and just received information last night that it has been approved.

d. TIF 4

Today was the Kick-Off for TIF4. Money for compensation will not be available until 2014-2015. This is a Federal requirement. We are starting the project this year by identifying the teachers who will be filling leadership roles by January 18.

XVII. New Board Member Recruitment

A discussion was held about the process for identifying new Board members. Board members will be identified by members of the Board and will fill a number of roles needed: legal, community, juvenile justice system, etc. The process will be for potential Board members to submit their resumes to the Board. Following this, each individual will come for a visit at the school. If he/she is still interested in being on the Board, the Board will interview the potential candidate at the next Board of Trustees meeting.

XVIII. Staff Benefits

Staff requested clarification around when they were eligible for benefits.

a. 401(K)

The Board reiterated the original plan to not offer a retirement package until September 2013. Further, staff must work at New Dawn for a year before being able to join the plan.

b. Contracts

There was a request that those whose contracts were not being renewed be told earlier in the semester instead of waiting until June. It was decided to hold contract negotiations until June for two reasons: 1. June is the date in the signed contracts; and 2. There may be improvements in areas of concern from January to June.

XIX. Principal's Report

a. College NOW – College Visits

To date, there have been two college visits by the College Now class. The first trip was to St. Joseph's in Queens. Students were shocked that this was even Queens. Next they went to Adelphi. This is Ms. DiGaudio's alma mater and one her professors had the school hire a nice tourist bus, picked up the students, and had them attend class at Adelphi during the day. They have a wonderful time and look forward to another trip soon.

A group of students is taking the SAT exam this Saturday and then again in January. Looking for a SAT and Regents prep teacher for a couple of hours a week during the month of January.

b. Attendance

Attendance after Sandy was running around 50% or the first week. We are now back up to an average of 80%.

c. Honor Roll

There are 17 students on the honor roll. New Dawn staff are having an Honor Roll breakfast for students and their parents this Friday, November 30 at 10 a.m.

d. Mentoring Groups

Many students are confused about the number of credits they have accumulated and what classes they need to complete. To work with students and to begin the process of developing ILPs (Individual Learning Plans) around credits, classes needed, Regents Exams, and future career goals, we developed Mentor Groups. Every staff member at the school was allowed to pick four to five students with whom they had good relationships. Students who were not identified through this process were then assigned to staff resulting in each staff person being responsible for 10 to 12 students.

These Mentor Staff are responsible for working with each student on career goals and the steps necessary to achieve these goals including all academic work. Further, each group is to work on some topic for the month which aligns with the culture we are establishing (Caring, Empathy, Responsibility, etc.). The staff mentors also work with parents and other teachers when issues arise.

e. Anti-Honor Roll

Ms. DiGaudio is meeting with each individual student who is failing and is following up with each student every two weeks. If student grades continue to not improve, parents will have to come in and meet with teachers.

f. Support Programs

Ms. DiGaudio also reported on a meeting she had with an Outward Bound group. If the scholarship money comes through, we will be sending our Title Program TAP group (freshman) to participate.

g. Open School Night

Open School Night 20 parents came. During this time we had parents sign up for the Parents Association.

We have also had report card night which many parents attended.

XX. Financial Report

Mr. Cruz reported on the Financials. There was a discussion held about how the per pupil monies come through. Special Education should be billed at 20% and not 60%. We can recoup money at reconciliation if we under billed.

There were questions about the per pupil billing rate. Mr. Cruz is going to go back and review these numbers.

A discussion was held about the grants and how much was outstanding and how much we have received. (See above section on grants update).

Mr. Souidi requested a list of number of students at any given time, including IEP, ELL, and free/reduced lunch rates.

A discussion was held about how the financial information would be presented going forward. Mr. Winters requested a quarterly report which compares last quarterly to this quarterly. Mr. Cruz will be asking other charter schools for their templates. Mr. Souidi addressed the example he had distributed prior to the Board about how to present quarterly data. A discussion was held about accruing the expenses. Adjustments will be made to the Cash Flow format as well.

Mr. Souidi further requested a list of number of students at any given time, including IEP, ELL, and free/reduced lunch rates.

XXI. New Business

A general discussion was held about the computer lab. Computers are up and running, we are waiting on the locks for the screens before opening it up to the TAP Students. A discussion was held about the fact that the computer lab is to be used for the READ 180 as part of the Title I program and that the lab tops would be used in the classrooms. A cabinet has been ordered for the laptops and the computer lab is to be wired on the general alarm system.

A discussion was then held about the pros and cons of using Microsoft 365. Mr. Souidi pointed out that we probably should not use the Cloud since E-rate does not cover this. We should instead get a T1 line. Other E-Rate allowable items were discussed and how that impacts the future move to our permanent space. Mr. Souidi asked about the data base. New Dawn plans on using Wildcat's Student Information System; however, because of Sandy, Wildcat systems are down until they can get back into their building. We will get a copy of the SIS when this happens.

XXII. Executive Session

Mr. Tabano requested a motion to end the meeting and to go into the Executive Session.

Motion: Mr. Crowley moved that the meeting be adjourned so the Board can go into Executive Session.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Various staffing issues were discussed.

Mr. Tabano requested a motion to return to the main meeting.

Motion: Mr. Winter moved that the Executive Meeting be adjourned so the Board can return to the regular Board meeting.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Mr. Tabano requested a motion to extend the Emergency Fingerprint Clearance to the staff discussed in the Executive Session.

Motion: Mr. Crowley moved that the Emergency Clearance be extended

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Mr. Tabano requested a motion to have an early external audit conducted as discussed in the Executive Session.

Motion: Mr. Souidi moved that the audit be conducted.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

Mr. Tabano asked if there was any other business. Since there was none, he requested a motion for adjournment.

Motion: Mr. Crowley moved that the meeting be adjourned.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

The meeting ended at 4:38 p.m. Due to the holidays, the next meeting will be held on Wednesday, December 19 at New Dawn Charter High School at 3 p.m.

***New Dawn Charter High School
Board of Trustees Meeting***

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: December 19, 2012

Time: 3:00 p.m.

Minutes

Present: Sara Asmussen, George Crowley, Luis Cruz, Lisa DiGaudio, Ron Tabano, Leslie Winters

Absent: Frank San Felice, Samir Souidi

XXIII. Call to Order

Mr. Tabano called the meeting to order at 3:09 p.m. A quorum was present.

XXIV. Resolution: Minutes from November 2012 Meeting

Mr. Tabano ask for any comments or edits from the November 2012 Board minutes. Being no other changes, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. Winters moved that the minutes be approved as written.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

XXV. Status of 501(c)3

Dr. Asmussen talked to the IRS this week and they said they were still processing February submissions. However, the last time that date was updated was October 28, 2012 and it was updated from November 2011. So they may already be beyond February 2012 submissions.

XXVI. Update on Grants

e. DYCD

We have to do the new paperwork because when we submitted we were at 111 Broadway and therefore we would have had to produce an insurance certificate for 111 Broadway in our name. Since we cannot do this we are having to resubmit all the paperwork.

f. E-Rate

E-Rate is still under review but since our last submission, there have been no further questions. We need Mr. Souidi's help in completing this year's submission due in February.

g. 21st CCLC

We are not eligible to submit an application this year because we are not school wide.

h. CSP

Our final CSP FS10 F was approved and we should be getting our final check. We are now negotiating our new contract. A discussion was held about switching out the Special Ed Coordinator and replacing this position with the Director of Support Services. The Coordinator will be paid for out of IDEA.

A discussion was held about how to spend the IDEA funds going forward.

XXVII.

New Board Member Recruitment

Mr. Winters discussed his recommendation of Phil Weitzman. Mr. Weitzman lives in the neighborhood, has a run a school in London so has some educational background. He has a Ph.D. in Economics and a Law Degree. Mr. Winters recommended him highly and thought he would be a fit for our needs.

Ms. DiGaudio and Dr. Asmussen will be meeting with him in the coming days at New Dawn. If approved he will have an application ready to present at the January 2013 meeting. Mr. Winters suggested that Dr. Weitzman be approached about being the community liaison.

XXVIII. Regents Storage

Due to the fact we are moving in the next two years and the fact that the safe needed by NYSED in order to store Regents is so extremely expensive to move, we will be approaching the NYSED about allowing us to use Wildcat as our storage for Regents for next year as well. The Board agreed this would be a cost savings to the school and Mr. Tabano agreed that Wildcat would hold our Regents for another year if approved by NYSED.

XXIX. Student Enrollment and Characteristics

Mr. Souidi had requested that a student status report be presented at each Board meeting. Mr. Tabano requested that there be a comparison to the District added. He further requested that we track the enrollment of new students and the number of any students who dropped or transferred out during any given month.

XXX. Principal's Report

a. Honor Roll Breakfast

Ms. DiGaudio brought digital images of the Honor Roll Breakfast. There were 17 students who had straight A's. Parents and students celebrated with a Friday breakfast. Everyone was very excited and parents were pleased.

b. Special Education Changes

Ms. DiGaudio explained the new NYSED Regent's rules around special education. Mr. Tabano brought up the potential new Regent's diploma which is based on internships.

c. Safety Drills

New Dawn had a lock down drill recently. Ms. DiGaudio explained the drill, how it was handled, and how students/staff did in terms of dealing with a crisis. We will have more lock down drills in the near future.

d. Professional Development

Ms. DiGaudio explained the Winley presentation to students about growing up on the streets. Rev. Winley returned to present to staff.

e. TIF 4

Mae Fong is our Site Supervisor for TIF4 (PICCS). She will be working with us to ensure integration of the PICCS project into the school.

XXXI. Financial Report

a. Monthly Financial

Mr. Cruz reported on the Financials. Our balance is \$280,990 as of today. Outlays were discussed.

b. Escrow Account

According to our agreement with the NYSED, we are to open an escrow account to cover costs in the event that New Dawn is ever closed for any reason. The first year deposit is to amount to \$25,000.

Mr. Tabano requested a motion to open an escrow account in the amount of \$25,000.

Motion: Mr. Winters moved that an escrow account be opened with Bank of America in the amount of \$25,000 to be held in the event that New Dawn ever closes.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

XXXII. New Business

Mr. Tabano asked if there was any new business, there was none.

XXXIII. Executive Session

Mr. Tabano requested a motion to end the meeting and to go into the Executive Session.

Motion: Mr. Crowley moved that the meeting be adjourned so the Board can go into Executive Session.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

Various staffing issues were discussed.

Mr. Tabano requested a motion to return to the main meeting.

Motion: Mr. Winter moved that the Executive Meeting be adjourned so the Board can return to the regular Board meeting.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

Mr. Tabano requested a motion to extend the Emergency Fingerprint Clearance to the staff discussed in the Executive Session.

Motion: Mr. Winter moved that the Emergency Clearance be extended

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

Mr. Tabano asked if there was any other business. Since there was none, he requested a motion for adjournment.

Motion: Mr. Crowley moved that the meeting be adjourned.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

The meeting ended at 4:30 p.m. The next meeting will be held on Wednesday, January 23, 2013 at New Dawn Charter High School at 3 p.m.

***New Dawn Charter High School
Board of Trustees Meeting***

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: January 23, 2013

Time: 3:00 p.m

Minutes

Present: Sara Asmussen, Samir Souidi, Ron Tabano, Leslie Winters

Absent: George Crowley, Frank San Felice

I. Call to Order

Mr. Tabano called the meeting to order at 3:21 p.m. A quorum was present.

II. Resolution: Minutes from the December 2012 Meeting

Mr. Tabano ask for any comments or edits from the December 2012 Board minutes. Being no other changes, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. Winters moved that the minutes be approved as written.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

III. Status of 501(c)3

The IRS is currently reviewing applications they received in March 2012, almost a year behind.

IV. Update on Grants

a. E-Rate

The E-rate application should be finished shortly. There were items on the application which were not allowable and they have been removed.

b. CSP

The CSP proposal for 2012-2013 has been approved.

V. Update on New Building

We will be meeting with the brokers for our chosen site in Sunset Park during the first week of February when the owner of the building returns. We will report on the status at the next Board meeting. We still need to deal with the multitude of zoning issues.

VI. Resolution: Board Member, Positions, and Chairs

a. Potential New Board Member Phillip Weitzman

The resume and Board application for Dr. Phillip Weitzman was reviewed and discussed. Mr. Tabano asked for a motion.

Motion: Mr. Tabano moved that Dr. Weitzman be elected to the Board of New Dawn Charter School.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

A further discussion was held about potential board members. Mr. Souidi had one recommendation for a potential member with a degree in education and experience with curriculum development.

b. Election of Secretary

Mr. Tabano reported that at this point we must elect a new Secretary. Mr. Tabano requested nominations. Mr. Winter nominated Mr. Souidi. With no other nominations, Mr. Tabano asked for a motion.

Motion: Mr. Winter moved that Mr. Souidi be elected Secretary of the Board of Trustees.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

c. Board Meeting Dates

A discussion was held about moving the Board meetings to the fourth Tuesday of every month so that if approved, Mr. Weitzman can attend.

Mr. Tabano requested a motion.

Motion: Mr. Souidi moved that the Board meeting dates be moved to the fourth Tuesday of every month at 3 p.m.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

VII. Student Enrollment and Characteristics

Dr. Asmussen discussed the current student enrollment and the outcomes sheet. It was suggested that grades and credit accumulation should be added to the sheet. We should also look at drop outs and transfers and determine if these students are overrepresented by special education or ELL students. We will also be adding Regents information as well.

VIII. Resolution: Accounting Issues

a. Accounting Firm/Staffing

Two bids were obtained from accounting firms that are familiar with Charter Schools. Mr. Crowley is out of the country right now but once he gets back, a decision will be made concerning which firm we will hire to take over the role of the Director of Finance. We will follow up with a list of clients and check the BBB. Both companies need to be followed up with to determine if there is an extra cost to assist with an external audit.

b. New Bank Signature Cards

Due to the administrative staffing change, we need new bank signature cards. This was discussed. It was decided that only Dr. Asmussen would be the only school staff with signing responsibilities at the school. Mr. Tabano would remain as a signer as well. A motion was requested about adding Dr. Weitzman if he is approved by the NYSED since he lives in the neighborhood.

Motion: Mr. Samir made a motion to remove Luis Cruz as a signer and add Phillip Weitzman if approved by the NYSED. .

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

IX. Human Resources

a. Special Education Coordinator

Due to the large number of students with Special Education needs, a Special Education Coordinator has been hired. Donna Lobato comes with 16 years of experience in the Special Education field and is a NYSED certified special education teacher. She will start work next Monday.

b. Director of Support Services

We are also hiring a Director of Support Services. These interviews are being conducted right now with the support staff. The Board was invited to stop by and meet the candidates.

X. NYSED Oversight Visit

The NYSED Charter school office will be conducting a site visit at the school the afternoon of February 26, 2013. Since this will be a regular new Board meeting day, a special request was made by Mr. Winter that everyone please make sure to attend that meeting. The regular Board meeting will be held in the conference room at 3 p.m. and Board member should expect to adjourn at some point during the meeting to meet with members of the NYSED team. Mr. Winter requested that Dr. Asmussen send out information as soon as it is available and that weekly reminders be sent out.

XI. Principal's Report

a. Dig/IT and College Now Presentation

There was a small presentation held for students who are going to College Now (graduating seniors in June 2013) and to present the computers to students who had completed the Dig/IT program supported by the NYC DOE. It was a very nice ceremony with three groups presenting their final work.

b. Internships

We will be rolling out the internship program on a very small scale this upcoming semester. About 20 students will go out on Internships either first thing in the morning or later in the afternoon.

c. Regents Testing

Regents testing is being conducted at this time. We will have a full update at our next meeting but over 100 exams are being given in seven subject areas.

XII. Executive Session

Mr. Tabano requested a motion to end the meeting and to go into the Executive Session.

Motion: Mr. Winter moved that the meeting be adjourned so the Board can go into Executive Session.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Various staffing issues were discussed.

Mr. Tabano requested a motion to return to the main meeting.

Motion: Mr. Winter moved that the Executive Meeting be adjourned so the Board can return to the regular Board meeting.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Mr. Tabano requested a motion to extend the Emergency Fingerprint Clearance to the staff discussed in the Executive Session.

Motion: Mr. Souidi moved that the Emergency Clearance be extended

Second: Mr. Winter seconded the motion.

Vote: Unanimous

Mr. Tabano asked if there was any other business. Since there was none, he requested a motion for adjournment.

Motion: Mr. Souidi moved that the meeting be adjourned.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

The meeting ended at 4:41 p.m. The next meeting will be held on Tuesday, February 26, 2013 at New Dawn Charter High School at 3 p.m.

New Dawn Charter High School
Board of Trustees Meeting

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: February 26, 2013

Time: 3:00pm

Minutes

Present: Sara Asmussen, Lisa DiGaudio, Ron Tabano, Leslie Winter, Frank San Felice, Samir Souidi

Absent: George Crowley

I. Call to Order

Mr. Tabano called the meeting to order at 3:00pm. A quorum was present.

II. Resolution: Minutes from the January 23, 2013 meeting

Mr. Tabano asked for any comments or edits from the January 2013 board minutes.

Motion: Mr. Samir moved to accept the minutes as written.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

III. Financial Report

a. Bids for accounting firm

The Director of Finance position has been open for several weeks now. Based on prior Board decisions it was decided to hire a firm for at least the remainder of this year and perhaps through next year as well. Accountemps will send in a person to train Dr. Asmussen on the PeachTree accounting software to ensure that she will be able to oversee anyone who works on the finances.

A discussion was held about the pros and cons of each of the three bids. We are waiting on references and a final bid from one company.

Because we are still waiting for final bids, the Finance Committee must meet during the week of 3/4/2013 and make a decision. The Board agreed to support whatever decision the Finance Committee made regarding hiring of the firm.

Mr. Tabano requested a motion to allow the Finance Committee to make the final decision.

Motion: Mr. Winters moved to accept the minutes as written.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

b. Audit

The external audit was discussed. Mr. Tabano requested a motion to accept the findings.

Motion: Mr. Crowley moved to accept internal audit and findings.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

c. Current balance

Dr. Asmussen states that there were no red flags in the audit or in any of the paperwork she has been reviewing. At this point, all bills, accounts, taxes and insurance are paid and up to date. New Dawns bank account balance at the moment is \$615,000 so we are in good shape. Once the accounting firm is hired regular board financials will be submitted on a monthly basis.

d. Signing of the bank cards

The remaining signatures on the Banking Resolution and Certificate of Incumbency were completed. The escrow account will now be opened as per the Board vote in December. Three individuals can now sign for the school: Mr. Tabano, Dr. Asmussen, and Dr. Weitzman, once approved by the NYSED.

IV. Motion to suspend meeting

Vickie Smith and Corina Chavez from the Charter Office of the NYSED were conducting an oversight visit and wished to speak to the Board. Mr. Tabano requested a motion to suspend the meeting.

Motion: Mr. Souidi made a motion to suspend the meeting.

Second: Mr. SanFelice seconded the motion

Vote: Unanimous

- Meet with NYSED Charter Office Oversight Committee -

V. Motion to resume the meeting

Once the representatives from NYSED left the meeting Mr. Tabano requested a motion to resume the meeting.

Motion: Mr. SanFelice made a motion to resume the meeting.

Second: Mr. Samir seconded the motion.

Vote: unanimous

VI. Student enrollment and observation

Our current register is at 164, eleven students have left new dawn, one student is in jail, one student went to rehab, two ELL students dropped out and so far we have 27 students and counting on the waiting list.

In regards to Regent's exams, principal DiGaudio informed the board that this first administration was done in a very different fashion than will be done in the future. Because we did not know our students when Regents exams had to be ordered, staff allowed any student who wanted to take a regents to take the exam, as well as the mandated students. Principal DiGaudio stated that this decision was made as such because it would provide the teachers with data and a baseline for further assessment. This time around in June, the teachers will be more mindful of whom they recommended for a regents. All came to the agreement that Regent exams are a contributing factor to student as well as New Dawns success.

The chair (Mr. Tabano) went further into detail stating that students need to be familiar with language and materials. And we may need more science class options i.e. physics etc.

Principal DiGaudio than gave a run-down of the statistics reflecting New dawns passing regents grades: Algebra 26%, Earth science 25%, ELA 45%, Global History 20%, US History and Government 53%, and Living Environment 90%.

VII. New business: None

VIII. Executive Session

Motion: Mr. Souidi made a motion to suspend the meeting.

Second: Mr. SanFelice seconded the motion

Vote: Unanimous

Certain employee matters were discussed. The future location of the school was discussed as well.

Mr. Tabano requested a motion to resume the meeting.

Motion: Mr. SanFelice made a motion to resume the meeting.

Second: Mr. Samir seconded the motion.

Vote: Unanimous

Mr. Tabano requested a motion to support the employee decision made in the Executive Session.

Motion: Mr. Crowley made a motion to support the decision made during the Executive Session.

Second: Mr. Samir seconded the motion.

Vote: Unanimous

IX. Adjournment 4:59pm

Being no other business before the Board, Mr. Tabano requested a motion to adjourn.

Motion: Mr. Winter made a motion to adjourn the meeting.

Second: Mr. Samir seconded the motion.

Vote: Unanimous

The meeting was adjourned at 4:59 p.m. The next Board meeting will be held on March 19, 2013, at New Dawn Charter High School.

*New Dawn Charter High School
Board of Trustees Meeting*

Place: New Dawn Charter High School

242 Hoyt Street

Brooklyn, NY 11217

Date: March 19, 2013

Time: 3:00 p.m.

Minutes

XVI. Call to Order

Present: Sara Asmussen, Mary Cooper, George Crowley, Lisa DiGaudio, Ron Tabano, Phillip Weitzman, Leslie Winter

Absent: Frank San Felice, Samir Souidi

XXXIV. Call to Order

Mr. Tabano called the meeting to order at 3:11 p.m. A quorum was present.

XVII. Introduction of New Board Member

Mr. Tabano introduced and welcomed the new board member Phillip Weitzman. Board members took a moment to introduce themselves and explain their areas expertise. Dr. Weitzman discussed his qualifications and past work history.

Mr. Winter noted the fact that Dr. Weitzman was a member of the community as well as his other qualifications.

XVIII. Resolution: Minutes from February 26, 2013 Meeting

Mr. Tabano ask for any comments or edits from the February 2013 Board minutes. In a prior email Mr. San Felice noted one error which was corrected. Being no other changes, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. Winter moved that the minutes be approved as written.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous

XIX. Update on 501(c)3

Notice was received yesterday that since there was no existing “precedent” at the IRS for charter schools being 501(c)3 and that our application has been forwarded to the

Department of the Treasury for further follow-up. At the Treasury we have a contact person.

XX. Update on Grant Status

a. E-Rate

E-Rate was submitted on March 14. We will be receiving the usual costs plus eCHALK will be responsible for designing and updating our web page.

b. Desk Audit Title

New Dawn was selected to participate in the Title desk audit. We have everything in order and it should be no problem to submit.

XXI. Discussion of NYSED Oversight Visit

Mr. Tabano discussed the audit and the very positive feedback received from the oversight team. The challenge now will be continuous improvement over time.

XXII. Financial Report

a. Resolution: Financial Policies & Procedures Manual

A discussion was held concerning the changes to the Financial Policies and Procedures Manual. All changes were recommended by either the School's auditors or the new accounting firm hired by the school. A discussion was held about the need for two signatures on each check regardless of amount. It was decided that for at least this year to keep the two signature requirement.

Mr. Tabano requested a motion to increase the amount necessary for a required second or third bid be raised to two bids for anything costing between \$10,000 and \$24,999 and three bids for anything over \$25,000.

Motion: Mr. Crowley moved that the amount mandated to require that bids be submitted be raised to \$10,000 for two bids and \$25,000 for three bids.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

b. Resolution: Accounting Solutions NYC

Mr. Tabano reported that the Finance Committee met on March 7, 2013, at 3 p.m. Based on the Board resolution made at the February 26, 2013 meeting during which time the Board voted to allow the Finance Committee to make the decision concerning which

accounting firm to hire, the Finance Committee voted to retain Accounting Solution of NYC. Mr. Tabano requested a motion to approve the Finance Committees decision.

Motion: Mr. Winter moved to approve the Finance Committee’s decision to hire Accounting Solutions of NYC to work with the school providing financial services.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

Dr. Asmussen reported on the first day of work for Accounting Solutions NYC. Progress is being made and the chart of accounts will be updated so that all other issues can be resolved.

XXIII. Resolution: Code of Conduct/Discipline Policy

A discussion was held concerning sending misbehaving students home for half a day. It was determined that this would not be a suspension due to the fact students are allowed to make up all work and these students do not need more negative incidents on their records. Based on the School’s charter, discipline is seen in the same light as learning any new subject and that learning rules and regulations takes practice. While students are “practicing” behavior, they should not be negatively impacted. This is done on a student by student basis and only the Principal or Executive Director can make this decision. Parents are notified and the infraction is discussed.

The pros and cons of such a modification were discussed. Mr. Tabano requested a motion to accept the changes as written.

Motion: Mr. Winter moved to approve the Code of Conduct as modified to include sending a student home for half a day.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

XXIV. Board Roles & Expectations

a. Board Committees

A brief discussion was held about the Board Committees and membership. A discussion was held about committees. Originally it had been decided that since we were a new school and the Board was so small that everyone would be involved in the majority of the decisions with immediate work being conducted by the Executive and Finance committee. However, moving forward, especially with the compensation we are instituting, committees should start taking a more pro-active role in the functioning of the Board.

The Education Committee consists of Samir Souidi, Phillip Wietzman, Lisa DiGaudio, and Sara Asmussen; while the Compensation Committee consists of Frank San Felice, Ron Tabano, George Crowley, and Sara Asmussen

b. Board Goals

Based on the NYSED Oversight Report, the Board will be considering setting up goals specifically for the Board of Directors. The Board will be looking at the student status and the other would be goals and objectives for the Executive Director. Dr. Asmussen is to begin the process of developing the Benchmarking goals for the school.

Dr. Asmussen's evaluation template will evolve from the Benchmark goals of the school.

XXV. Student Enrollment and Characteristics

A discussion was held about current enrollment and status. The Board requested that the following information be included on the Status sheet:

Internships, city/state comparison of Regents (not available until next year), College Now participation, pre-test Terra Nova, honor roll, parental participation, demographics, and free and reduced lunch.

XXVI. Principal Report

a. Senior Activities

Ms. DiGaudio announced that graduation will be held on June 26 at 6:30 p.m. at the National Grid building located at 1 Metro Tech. Currently, senior trip is scheduled for June 6 (Brooklyn/Queens day). The prom will be held on the Spirit Cruises at a cost of \$81.

b. Professional Development

In August is the TERC training which will be the first step in pushing rigor and moving into common core for next year. Hopefully we can get all staff trained on TERC and we have offered to hold the training here if there is an issue with space. Next year we will identify teacher leaders who can help new staff get caught up. There will be five weeks of training in the summer prior to the start of the new school year.

Ms. DiGaudio further discussed the current professional development. Teachers are currently doing peer reviews and visiting each other's classrooms and conducting the Danielson observational template with each other. Ms. DiGaudio will be working with teachers in the coming months on Domains 1 and 4 which included lesson planning, curriculum mapping, and working with students and parents outside of the classroom.

XXVII. New Business

r.

Mr. Tabano addressed the issue of needing to change the May board meeting from May 28, day after Memorial Day, to May 21 before Memorial Day. A number of members will be out of town after Memorial Day.

Mr. Tabano requested a motion to move the May Board meeting up by one week.

Motion: Mr. Crowley moved that the May 28, 2013 Board Meeting be moved up one week to May 21, 2013 to account for Memorial Day.

Second: Mr. Weitzman seconded the motion.

Vote: Unanimous

XXVIII. Executive Session

Mr. Tabano requested a motion that the general meeting be adjourned so that the Board could go into Executive Session.

Motion: Mr. Weitzman moved to adjourn the meeting for the purpose of going into Executive Session.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

Issues discussed: employees and facilities

Motion: Mr. Weitzman moved to adjourn the Executive Session and return to the full meeting.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

Mr. Tabano requested a motion to extend the Emergency Fingerprint Clearance to the staff discussed in the Executive Session.

Motion: Mr. Winter moved that the Emergency Clearance be extended

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

XXIX. Adjournment

Mr. Tabano asked if there was any other business. Since there was none, he requested a motion for adjournment.

Motion: Mr. Crowley moved that the meeting be adjourned.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

The meeting ended at 4:23 p.m. The next meeting will be held on Tuesday, April 23, 2013 at New Dawn Charter High School at 3 p.m.

New Dawn Charter High School Board of Trustees Meeting

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: April 24, 2013

Time: 3:00 p.m.

Minutes

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Art Pritchard, Samir Souidi, Ron Tabano, Phillip Weitzman, Leslie Winter

Absent: Frank San Felice

I. Call to Order

Mr. Tabano called the meeting to order at 3:11 p.m. A quorum was present.

II. Resolution: Minutes from March 19, 2013

Mr. Tabano asked for any comments or edits from the March 2013 Board minutes. Mr. Souidi had a question regarding bids, which was clarified. Being there were no other changes, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. Winter moved that the minutes be approved as written.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous.

III. Dr. Art Pritchard

Dr. Pritchard is a representative from PICCS (Partnership for Innovation in Compensation for Charter Schools). He has been working with Dr. Asmussen on developing a 3 year plan which includes transitioning the school from a targeted assisted school to school wide and reflecting on renewal requirements.

Dr. Pritchard stated that the PICCS program is an education project with benefits to staff. He referenced the book, Strategic Management of Human Capital in Education by Allen R. Odden that underlines this. The following are some points:

- Absolutes for student performance don't work.
- Do bits and pieces while never forgetting that students will be successful.

- Accountability is driven by student growth and instruction practice.
- Teachers are empowered by training and other supports.

There are 7 topics that need policy

- 1st policy: is in the packet. It was a copy and paste from the MOU that was signed.
- 2nd policy: suggests (from 2nd chapter of the book) that the Board needs to be mindful of the educational strategies driving their program.
- 3rd policy: outlines the characteristics of capital management system. We're moving away from strict adherence to performance.
- Policies 4 – 7 will come next year.

Lastly, the Eduplanet website has the MOU, policies and all documents. Dr. Asmussen and Ms. DiGaudio already have access. An invitation will be sent to the rest of the Board members so that they can also have access.

Mr. Winter asked for clarification on the definition of targeted assistance and school wide programs under the Consolidated Application. Dr. Pritchard stated that schools have a choice. All schools start at targeted assistance and then switch to school wide. In order to do this a plan needs to be prepared. The plan is completed the next time the application is due.

Mr. Souidi had a concern about Board members making policy; he felt was a conflict of interest. Dr. Pritchard stated that Board members are to guide the school on *what* they want to see accomplished. It is the school's responsibility to determine *how* they will carry it out.

Mr. Souidi asked how long it will take to put the book into practice. It was designed to be carried-out in 5 years.

Dr. Weitzman asked, "Where does PICCS fit in?"

- PICCS is a federally funded program. It is a teacher incentive fund that does not come out of the school's budget.
- It begins in the school's 3rd year and continues until the 5th year.
- They assist with professional development and peer review to improve instruction.

IV. Update on 501(c)3

We are getting close. Everything was submitted and we should be getting it soon.

V. Update of Grant Status

- **DYCD**
It has been approved. Vendex is being held up. Vendex is a city form that states that there is no conflict of interest and there are no ethics concerns.
- **Title Desk Audit**

This is not happening because the data derives from the 2011/2012 school year and NDCHS started in September 2012.

VI. Financial Report

- We know where all the money is – it is all documented in the enclosed report.
- Working on purchase orders and cost centers.
- Accountant comes in once a week (every Wednesday) to work on the books.
- The FS25's must be filed to continue to access money from the State. Dr. Asmussen will be working on it.
- Budget: a draft will be completed by the May's meeting; need to vote on it in June 2013.
- An audit is scheduled for August 28, 2013.
- Financials are due to the state in November, 2013.

Mr. Winter asked if it would be more helpful to have the accountant come in 2x a week to assure that everything is completed by June, 2013. Dr. Asmussen stated that she will discuss it with the accountant.

VII. Student Enrollment and Characteristics

- We will be getting a non-compliance letter because there are currently 167 students on ATS; we're not supposed to go over 165. There are 2 students in the process of being transferred.
- As of March, 2013, no one has dropped or transferred.
- Special Ed students have increased to 52.
- We currently have 84.4% of the lunch forms. That needs to increase to 93%.
- The school is struggling with attendance.

Mr. Souidi asked if there can be a breakdown based on student grades.

VIII. Principal Report

- **Senior Activities**
 - Some of the activities were scaled back to make them more affordable. Initially the cost was \$800 per student. It has been reduced to \$250 per student.
 - 4 students submitted senior dues.
 - Senior Prom is a 3 hour Spirit Cruise. It will take place on Thursday, June 6, 2013.
- **Community Relations**
 - Developed a partnership with Discover Outdoors. They conduct large outdoor trips, helping inner city students.
 - 14 students were nominated to participate.
 - 2 students were selected to go to camp for 8 weeks. 1 student will go to DC.

- Had several unscheduled visitors. Harvey Newman, CEI-PEA offered a college scholarship to a senior student to be awarded at graduation.
- Dr. Devin Thornburg visited. He offered to work with staff in May on policies.
- **Graduation**
 - Will be held on Wednesday, June 26, 2013 at 5:30pm at Metro Tech.

The school is now using School Messenger to reach out to parents with phone calls and e-mails.

Jupiter is a grading system. Parents can also use it to retrieve data.

Mr. Winter requested that specific dates be reported on the Principal's Report.

Mr. Winter wanted to know if families are being targeted to sit on the Board. Dr. Asmussen stated that currently, the only active parents we have are those of the seniors. Mr. Tabano stated that family members don't have to sit on the board, but they can be invited to meetings.

IX. New Business

Mr. Tabano requested a motion to move the May Board meeting to May 16, 2013.

Motion: Mr. Crowley moved that the May 21, 2013 Board Meeting be moved to May 16, 2013.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous even though Dr. Weitzman is unable to attend.

X. Executive Session

Mr. Tabano requested a motion that the general meeting be adjourned so that the Board could go into Executive Session.

Motion: Dr. Weitzman moved to adjourn the meeting for the purpose of going into Executive Session.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

Issues discussed: employees and facilities

Motion: Mr. Crowley moved to adjourn the Executive Session and return to the full meeting.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous.

Mr. Tabano requested a motion to extend the Emergency Fingerprint Clearance to the staff discussed in the Executive Session.

Motion: Mr. Winter moved that the Emergency Fingerprint Clearance be extended for another month.

Second: Mr. Souidi seconded the motion.

Vote: Four yes, one abstain

XI. Adjournment

Mr. Tabano asked if there was any other business. Since there was none, he requested a motion for adjournment.

Motion: Mr. Crowley moved that the meeting be adjourned.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous

The meeting ended at 5:05 p.m. The next meeting will be held on Thursday, May 16, 2013 at New Dawn Charter High School at 3:00 p.m.

New Dawn Charter High School Board of Trustees Meeting

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: May 16, 2013

Time: 3:00 p.m.

Minutes

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Ron Tabano, Leslie Winter

Proxy: Carter Carson, Deputy of Director of PICCS (for Frank San Felice)

Absent: Frank San Felice, Samir Souidi, Phillip Weitzman

There were not enough members present for a quorum. A call was placed to Frank San Felice to ask if Carter Carson could be his proxy during the meeting. Mr. San Felice gave his approval.

XII. Call to Order

Mr. Tabano called the meeting to order at 3:09 p.m. A quorum was present.

XIII. Resolution: Minutes from April 24, 2013

Mr. Tabano asked for any comments or edits from the April 2013 Board minutes.

Mr. Crowley stated that the minutes need to be more detailed. Being there were no other changes, Mr. Tabano asked for a motion to approve the minutes as written.

Motion: Mr. Winter moved that the minutes be approved as written.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous.

XIV. Status of 501(c)3

Dr. Asmussen stated that the 501(c)3 had been held up due to a scandal within the IRS. She stated that she spoke with a representative at the IRS who stated that the form went through the channels and it should be coming through within a week.

XV. Insurance

- **Building**

Dr. Asmussen asked if the school needs to get 3 bids again for the building's insurance. Mr. Crowley stated that if the school is satisfied with the services, we should continue with the company. He further explained that it's not common practice to continually change companies or else companies will not do business with us if they think we're going to change them every year. Mr. Tabano agreed. Mr. Tabano stated that since we're happy with the company, we should continue to do business with them. The rest of the group agreed.

- **Health/Dental/Vision**

Dr. Asmussen informed the board that she received a notice from Emblem stating that they will no longer be doing business with small businesses. Dr. Asmussen stated that we need to pick a different insurance company and it has to be done right away. The current insurance will end on June 30, 2013. A discussion was held and the Magii report, which recommends Oxford, was reviewed. Mr. Winter asked that Dr. Asmussen review the Magii Report and to report back to the Board Members which insurance company will be selected and why. Mr. Tabano suggested bringing the recommendation to the Finance Committee, who will make a decision.

XVI. Resolution: Hire Letters and Schedules

a.) Hire Letters

Hire letters and schedules were distributed. Mr. Tabano asked if there were any questions or observations. Mr. Tabano asked why hire letters are being done every year. Dr. Asmussen replied that the hire letters/contracts outlines what is expected from each staff member and it's easier to not renew a contract rather than terminate an employee. Mr. Winter questioned why the letters did not discuss compensation. Dr. Asmussen replied that he was looking at the re-hire letters. She stated that the new hire letters does discuss compensation.

b.) Schedules

A discussion was held regarding the schedules for the next school year (2013-2014). Dr. Asmussen stated that with the exception of three employees, everyone teaches a class; therefore, she questioned if support staff should follow the same schedule as teachers. Mr. Tabano suggested that the schedules remain the same because the school will be closed in July and that the subject could be discussed again next year. Mr. Crowley stated that during breaks, the custodial staff should be in the school completing work that can't be done when school is in session. Dr. Asmussen clarified that the custodial staff are in when there is no school with the exception of Christmas, when the school is closed to all.

Mr. Tabano asked if there were any objections to the hire letters and schedules.

Mr. Tabano requested a motion to accept the new hire and schedule policies that were in place from last year.

Motion: Mr. Crowley moved that the new hire letters and schedules policies remain the same.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

XVII. Compensation

Dr. Asmussen explained that the teachers are aware that the HEDI (Highly Effective, Effective, Developing, Ineffective) scores, a system that is used to evaluate teachers, will be used to determine their bonus/increase compensation. It was discussed that since the scores would not be available until probably September 2013, maybe everyone would get 1.5% increase across the board on the new contract (because the current contracts are due to expire on June 30, 2013). Then, another increase when the scores made available. Mr. Winter asked, what's the best overall and why? Dr. Asmussen stated that 3-4 teachers should get flat out incentives; and do the minimum for contracts for everyone else, then actual raises based on the HEDI scores. Mr. Winter asked about compensation for Dr. Asmussen and Ms. DiGaudio. It was discussed that Dr. Asmussen would be evaluating Ms. DiGaudio and the Board would be evaluating Dr. Asmussen. The Principal evaluation is a 360 review; the teachers know the process of this evaluation.

Mr. Winter asked that Dr. Asmussen brief the Board on Ms. DiGaudio's evaluation and that Dr. Asmussen should follow the 9 NYSED Regents Benchmark points until there is a reason to deviate. Mr. Winter asked what the teachers' expectations about compensation were. It was discussed with teachers that they were coming onto a school that is outcome based; however, it's not clear if staff knows what that means. Mr. Crowley stated that if staff is aware that their compensation is performance based and they receive a 1.5% increase, they may be upset. He advised to use caution on the way increased are presented.

Mr. Tabano asked how are staff's salaries overall. It was discussed that they were receiving a bit higher pay rate than the DOE. Ms. Clawson asked about the performance incentive bonus rate. It was discussed that the budget includes 5% of everyone's salary.

Mr. Tabano requested a motion to increase salaries across the board at 1.5%.

Motion: Mr. Crowley moved to accept the 1.5% salary increase.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

XVIII. Resolution: Roundtable Contract

Dr. Asmussen explained that the school had been using IT services from Fund for the City of New York (FCNY); however, they ended their business on April 30, 2013. Joshua Peskay, an employee of FCNY, launched his own IT Consulting Company called Roundtable Technology and the contract was rolled-over to Roundtable. Dawn Khan, IT Tech, has spent a couple of days at the site to resolve several computer problems. Mr. Winter asked if this is the same company that will update the school's website. No, the website will be updated by E-Chalk. Mr. Crowley asked how much we are agreeing to in the contract. He stated that there should be a limit of \$10,000 and once the limit is reached, the Board will discuss whether or not to continue with them. Dr. Asmussen stated that the first few invoices will probably be high because the Tech spent 2 full days at the school, however over time this should decrease.

Mr. Tabano requested a motion to approve the contract with Roundtable Technology, with a limit of \$10,000.

Motion: Mr. Crowley moved to approve the contact.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

XIX. Financial Report

A copy of the taxes were submitted for everyone's review, however they don't have to be approved until June 2013.

Mr. Crowley had several questions regarding the budget. A discussion was had about several areas of the budget that needed explanations. Dr. Asmussen will go back and make the necessary corrections.

Mr. Crowley stated that the tax returns were fine. He questioned if all the current students live in Sunset Park because the narrative of the taxes, on the last page, read as if they do. Dr. Asmussen stated that that narrative is the school's mission statement. Mr. Crowley suggested that it either be removed or revised because although the school will be based in Sunset Park, it's not only for the students of Sunset Park.

Dr. Asmussen stated that the Vendex is done. She also stated that the school would be receiving \$129,000 from DYCD. Mr. Tabano thanked Dr. Asmussen for the Financial Report and Mr. Crowley for his expertise. Mr. Tabano asked Mr. Crowley if there was anything he wanted to see for June. Mr. Crowley replied that he would like to see an up-to-date financial. Dr. Asmussen stated that she will send it out next week. Mr. Winter also expressed that the finance is impressive and that Dr. Asmussen is doing a great job.

XX. Principal Report

Ms. DiGaudio stated that Kevin Powell will be speaking at the graduation.

The school has been doing a lot of Regents prep. The multiple choice questions focus heavily on vocabulary. The students are improving in this area. Mr. Tabano asked if the school was planning anything in August for those seniors who need regents to graduate and fail it in June. Currently, if a student fails the June regents, they will have to wait until January 2014 to take the regents again. Ms. DiGaudio will look into those students that this can affect and prepare a schedule for August 2013.

Mr. Tabano forwarded an e-mail about someone coming to the school to see how the regent's test is administered. It was discussed that the currently there are five administrators in the room, none of which is the content teacher. Ms. DiGaudio added that a consultant, Karen Statis, met with staff to help grade holistically.

Mr. Crowley asked about the student's attendance. There had previously been a drop in attendance and he wanted an update. Attendance has increased recently. The school is using School Messenger more frequently, in which an automated message is sent to the student's home when they cut class. Also, a mailing went out to parents, whose children have excessive absences, stating that students will be dropped from the school unless their parents come in.

Mr. Tabano requested a motion that the general meeting be adjourned so that the Board could go into Executive Session.

Motion: Mr. Winter moved to adjourn the general meeting and go to Executive Session.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

XXI. Executive Session

Issues discussed: employees and facilities

Mr. Tabano requested a motion to extend the Emergency Fingerprint Clearance to the staff discussed in the Executive Session and to return to full meeting.

Motion: Mr. Crowley moved that the Emergency Clearance be extended.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

XXII. New Business

A discussion was held about potential locations for the school. Mr. Tabano and Dr. Asmussen went to look at a new location for the school, but it was not in Sunset Park. A second location that was visited is owned by the Catholic Church. This is not ideal because the Church would have objections to some of the school's subject matter. It was discussed that if the Church sold the property to a contractor, then maybe it could be a possible location; however, the Church is unwilling to sell. Therefore, the search continues. More real estate companies have been added to broaden the search.

XXIII. Adjournment

Mr. Tabano asked if there was any other business. Dr. Asmussen requested the next Board Meeting scheduled for Wednesday, June 26, 2013 be changed to Wednesday, June 19, 2013 because graduation will be held on June 26th. All agreed.

Since there was no other business, Mr. Tabano requested a motion for adjournment.

Motion: Mr. Winter moved that the meeting be adjourned.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

The meeting ended at 4:10 p.m. The next meeting will be held on Wednesday, June 19, 2013 at New Dawn Charter High School at 3:00 p.m.

New Dawn Charter High School Board of Trustees Meeting

Place: New Dawn Charter High School
242 Hoyt Street
Brooklyn, NY 11217

Date: June 18, 2013

Time: 3:00 p.m.

Minutes

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Samir Souidir, Ron Tabano, Leslie Winter, Phillip Weitzman

Absent: Frank San Felice

I. Call to Order

Mr. Tabano called the meeting to order at 3:04 p.m. A quorum was present.

II. Resolution: Minutes from May 28, 2013

Mr. Tabano asked for any comments or edits from the May 2013 Board minutes. Being there were no changes, Mr. Tabano requested for a motion to approve the minutes as written.

Motion: Mr. Crowley moved that the minutes be approved as written.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

III. Resolution: Insurance Update

It was previously agreed that the Finance Committee would make the decision on the new insurance. Finance Committee selected the Oxford Healthcare plan which was fairly identical with the current plan; however, it will cost a little bit more. Dr. Asmussen requested a vote to accept the new insurance plan. Mr. Tabano requested a motion to accept the new health plan.

Motion: Mr. Crowley moved to accept the Oxford Healthcare plan.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous.

IV. Resolution: Change in Mission Statement

The current mission statement reads that we “will provide over-aged and under-credited students 15 – 21 years of age living in **Sunset Park...**” Mr. Crowley noted that our students come from areas other than Sunset Park. Dr. Asmussen checked to see if whether or not removing the line from the mission statement would be considered a material change. The NYSED stated it would not, that it can be voted on as a Board to take the line out, “living in Sunset Park,” because it’s not exactly true of the population. Mr. Tabano requested a motion to take out the line, “living in Sunset Park,” from the mission statement. Mr. Winter stated that the statement is not elegantly worded or how a mission statement would be professionally written. Dr. Asmussen stated that the mission statement followed their instructions and changing it would be a material change. Mr. Winter stated that it shouldn’t be changed semantically, but grammatically. Mr. Crowley interjected that the mission statement was written prior to having the charter and it should be re-written for today and not the future. Dr. Asmussen stated that that would be a material change. It was suggested that when the school finds its permanent location, a sub-committee can be created to revise the mission statement to include the community that it serves.

Mr. Tabano requested a motion to remove the line, "living in Sunset Park," from the mission statement.

Motion: Mr. Crowley moved to accept the removal of the line, "living in Sunset Park," from the mission statement.

Second: Mr. Winter seconded the motion.

Vote: Four yes, Dr. Weitzman abstained.

V. Staffing Changes

a. New Hires

Dr. Asmussen stated that they definitely met their new math teacher. They are going to make an offer to a second teacher they met a couple of weeks ago. They have a couple more science teachers coming in; there is a really good pool of science teachers. They are still struggling to get a special ed teacher.

Dr. Asmussen stated that our Internship Coordinator, an alumnus of Wildcat, has been hired. He will be working with Dumar Paden in the Internship program that will start in September. The part-time music/spanish teacher from last year will be hired full time. He went back to Columbia to renew his Work Visa. After that all the school needs is a guidance counselor and an aide.

b. Staff Turnover

Three teachers are leaving: One teacher is relocating to Vermont, one teacher chose to resign and one teacher's contract was not renewed.

c. Cleaning & Repairs

There was an issue that resulted in losing the entire custodial staff. Dr. Asmussen stated that instead of replacing them, she is looking into hiring a cleaning company. We are waiting on bids from the companies. Mr. Winter asked about financial costs. Dr. Asmussen stated that she doesn't know, as we are still awaiting the bids. Mr. Winter asked if Dr. Asmussen if she thought that there would be any litigation from any employees for any reason. She stated that she didn't think so. Everything was done to right the situation and all actions have been documented.

VI. Internship Program

Mr. Paden is putting together all the manuals. He has work sites lined up. Right now we are working out how to institutionalize the template of how to academically integrate the work into the core curriculum. Dana Traktenberg, the ELA teacher, is putting that together with Mr. Paden. Mr. Winter asked if there are potential employers lined up. Mr. Crowley stated that in April we stated that we had 28 sites, but it hasn't been updated. Dr. Asmussen stated that the number of sites will be updated by the next meeting. The sites are predominately in the neighborhood, however, there a couple of sites in Williamsburg and Manhattan.

Mr. Winter asked who is paying the stipends for students. Dr. Asmussen stated that students are getting paid a \$1.00 an hour and we are staying with that for the first year. The interns get a stipend for travel and lunch. Dr. Weitzman asked Dr. Asmussen if she was aware of the Supreme Court decision regarding internships. Part of the decision was that the employer, in certain cases, has to pay a wage. He is not aware if it applies here, however, he asked that we be aware of it. Mr. Crowley questioned whether there would be a problem with the state saying that the stipends cannot come from the budget. Mr. Tabano stated that the stipends do not come from the per pupil budget. CSP monies will be used to pay the stipends for the first year and donations for future years. The Internship Program will cost \$21,000 in the first year. Mr. Tabano asked how many students are expected to be a part of the internship next year. Dr. Asmussen stated 100 students each week.

VII. Compensation Update

We are doing Regents right now and Terra Nova was just sent out. Dr. Asmussen was looking into a way to give a percent if teachers increased their Regents pass rate. In the TIF project, the PE and Music/Spanish teacher will be meeting with a group of other people from TIF to come up with a measure that is comparable across the schools and is

rigorous. Dr. Asmussen would like to do the 20/20; 20 from the Terra Nova and 20 based on the Regents.

Mr. Crowley asked if contracts were given for next year. Dr. Asmussen stated that everyone has signed and no one has raised an issue with the 1 1/2 percent increase. Mr. Tabano asked if there were any more questions in regards to compensation. There have not been any questions or comments.

VIII. New Student Orientation

Dr. Asmussen stated that there will be two sets of orientation in August. A group of staff is working on new student orientation. Students will come in, be introduced to the school and complete paperwork. The other orientation is for returning students. They will come in and receive instruction on the Internship Program, which will include how to dress, how to act, resume writing, how to fill out applications and going over procedures.

IX. Resolution: School & Board Calendar

a. School Calendar / Summer Schedule

Dr. Asmussen stated that graduation is on June 26th, and after that the school is closed. The management team will be in on and off throughout the summer; there will be people in fixing the ceiling and painting the doors and stripping and waxing the floors. The week of July 17th, the history teacher will be going to a 5 day Professional Development on the NYSED Common Core. Everyone returns back on July 29th and we go straight through until Labor Day. Students start school on September 9th and will receive their schedules during orientation, so on September 9th, they should be ready to go.

The school is closed in December from the 23rd until January 2nd. Not everyone will be off, but students and teachers will be off. The mid-winter recess is during the week of February 17, 2014. Spring break is April 14 - April 22, 2014. Again, not all staff is off, but all students are off and all teachers are off. The last day of school is June 26, 2014; staff will be

Mr. Tabano informed everyone that there is a Board calendar in their packet, which listed the dates. Mr. Tabano wanted everyone to take a look at the summer months. Mr. Tabano asked who is available for July's meeting. Mr. Tabano stated that the July meeting will be important to discuss the budget and approve the budget. Mr. Crowley stated that his schedule is currently opened for July. Mr. Soudir stated that he is available and Mr. Winter also stated that he will be available. Dr. Weitzman will be away starting July 11th. Mr. Tabano stated that the next Board meeting will be scheduled for July 23rd and then we will schedule the August meeting.

Mr. Tabano went back to discuss the July 23rd meeting; he asked Mr. Soudir if it mattered what time the meeting is held; the meeting could be held earlier in the day. The

other members preferred to have the meeting earlier in the day. The Board members agreed to meet at 2:00pm on July 23rd. Mr. Tabano asked for a motion to accept the calendar dates.

Motion: Mr. Crowley moved to approve both the school and Board calendars.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous

X. Financial Report

Mr. Tabano asked Mr. Crowley if he had a chance to review the Financial Statement. Mr. Crowley stated that he reviewed the statement. Mr. Tabano asked Mr. Crowley to give his advice on what needs to be changed. Mr. Crowley stated that there are lines in the statement that are not broken down, for example, it shows salaries, but it doesn't show salaries within personnel category. In general, Mr. Crowley requested to see more detail.

Mr. Tabano asked Dr. Asmussen to continue to work with Mr. Crowley to finalize the budget. Mr. Soudir asked to see a current budget.

Mr. Tabano asked about the status of the accounting consultants. A discussion was held about re-organizing the way we are working together. She stated that Ms. Millan would take some time over the summer to learn the PeachTree system and re-do the PO and check request system.

XI. Principal Report

Ms. DiGaudio stated that we had the Senior Prom, which turned out really well. She informed everyone that Graduation invitations were in their packets. Ms. DiGaudio stated that the school is in the process of scoring regents exams; however, the scores indicate that we still need to improve. For example, our greatest area of growth was in ELA. Comparing the percentage of students who passed their ELA Regents in January to the percentage passed in June, showed an increase from 18% to 58%. Although this is a big improvement, the percentage of students passing must be at least 75%. Ms. DiGaudio discussed several areas in which students did well and areas in which they did not do as well and how the school plans to address this in the future.

Mr. Winter wants to school to do more tracking to see how the school is progressing. Mr. Tabano suggested that at the end of the first semester, the school should report the average number of credits earned and then again at the end of the second semester. He also asked Dr. Asmussen and Ms. DiGaudio to give thought to as to what can be placed in the report to help a Board member feel comfortable and the school is moving in the right direction.

Dr. Weitzman questioned the difference between the students in College Now and students attending college. Dr. Asmussen explained that College Now is a course that is taken at New Dawn, whereas, the other students are enrolled in college.

Ms. DiGaudio stated that the focus for July, when professional development begins, will be analyzing Regents and Terra Nova data and moving to common core to implementation based on this data. For the first time we will have a Teacher Leader assisting in running the PDs. Dana Traktenberg, our ELA instructor, has been appointed the teacher leader. She will be certified as a Danielson observer, along with the Special Ed Coordinator and they will be taking a certification course this summer. The school will be hosting the TERC Data Institute through PICCS . Mr. Tabano asked Ms. DiGaudio to explain TERC. Ms. DiGaudio explained that TERC is a data analysis tool, where you look your assessments, i.e., Regents questions, in a new way. You look at the questions and look at the reason the student responded the way they did and find where the gap appears. Teachers find it very effective way of reviewing their results and using this information to impact instruction.

XII. New Business

Mr. Tabano asked if there was an new business. He stated that he and Dr. Asmussen went to visit the site of a former grammar school. It appears that they are open to leasing it to a third party to build the site out and then that third party would lease it to us. The build out is estimated to cost between \$8-\$10 million to fix the building and update it to be ADA compliant. The building is four stories but has not been used in about 20 years. Pre-renovation there are 15 huge classrooms that can be cut in half to make 30 classrooms. The realtors will be continuing negotiations with the owners and the third party.

Even if the cost works out, the timeframe is a problem. Two years would be a bit of a rush. The Board will discuss options at the next Board meeting.

XIII. Adjournment

Mr. Tabano asked if there was any other business. Since there was no other business, Mr. Tabano requested a motion for adjournment.

Motion: Dr. Weitzman moved that the meeting be adjourned.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

The meeting ended at 4:22 p.m. The next meeting will be held on Tuesday, July 23, 2013 at New Dawn Charter High School at 2:00 p.m.

Appendix H: Enrollment and Retention Efforts

New Dawn Charter High School did put into place the recruitment plan as outlined in the charter, excerpts are included below.

Recruitment Plan: Need in the community was based on the large numbers of students who are in need of transfer schools, particularly for ELL students. New Dawn recruitment entailed a multi-pronged approach and included reaching out to schools in the community, community centers, group homes, businesses, parents, and any number of places where our target student population or their families congregate. We had individuals who spoke Spanish, Arabic, and Chinese speakers who have been outreaching to the community. Our materials were published in English, Spanish, Cantonese, and a Chinese regional dialect and Arabic. Through this we gained community support and spread the word about the services of the school.

Other recruitment efforts included advertising in the many local papers, including those published in languages other than English, as well as distributing fliers in locations where people in need will see them, in the languages appropriate to that area. Second, and our most effective, was to reach out to existing high schools which our students would have attended and they are committed to working with us. There was a focus on schools on the NYSED SURR list as well as school slated for closing. Third, recruitment continued with other civil service, CBO and health care facilities in the neighborhood. Finally we marketed the program to the community on the street.

Needs of Students: Students who are eligible to attend transfer schools are some of the most at-risk students in NYC due to a variety of issues including poverty, language barriers, and special needs. This is reflected in the Title eligibility of the DOE public schools in the neighborhood. According to the NYSED Charter School Comparability Analysis,¹ the free and reduced lunch rate for CSD 15 in 2008-2009 school year was 71.3%. New Dawn will actually have a free and reduced rate of 85% which mirrors the rate of the Sunset Park elementary schools (82%).² Language is another issue that impacts students. A full 42.7%, of the residents in Sunset Park are foreign born and of the 111,236 individuals who are 5 or older, 41% or 45,620, are not proficient in English³ and 79% speak a language other than English at home.⁴ New Dawn will have an enrollment of ELL students of 15% which is higher than the neighborhood high school. The drop in numbers of ELL students from elementary school (18.9%) to high school (6.7% in the district and 10% in Sunset Park) is likely due to students' passing the NYSESLAT. Finally, the population of students with disabilities is very large in this community. While the Comparability Report included in the application packet from NYSED does not include special education numbers for Districts, the NYC DOE Progress report indicates a great need in this community with 21% of the students at the only high school in Sunset Park having this classification. New Dawn will have an enrollment of at least 24% IEP students.

In addition to its general recruitment efforts, New Dawn will employ a focused set of strategies and techniques to recruit students with disabilities at a rate comparable to or greater than the number enrolled in CSD 15 high schools. We know from our experience at Wildcat that our biggest referral source for special education students will come from district high schools trying to place their struggling students or trying to find placements for students who have already dropped out. Further recruitment efforts designed

¹ From <http://www.p12.nysed.gov/psc/startcharter.html> downloaded on January 3, 2011 from *Demographic Comparison Tables*.

² NYC DOE's Progress Report results for all schools downloaded from <http://schools.nyc.gov/Accountability/tools/report/default.htm> on December 22, 2010.

³ New York City Government Census, <http://www.nyc.gov/html/dcp/pdf/lucds/bk7profile.pdf>

⁴ U.S. Census (2002).

to interest special education students and their families include: (1) print advertisements that include specific information about the Special Education program, (2) special open-house sessions held in the community geared towards parents of Special Education students, and (3) one-on-one meetings with members of the staff with any parents of Special Education students who express interest in learning more about how New Dawn can meet the particular needs of their student.

To reach students with ELL⁵ classifications, New Dawn staff will reach out to the ELL coordinators in CSD 15 high schools to identify students who are over-aged, under-credited and struggling or have already dropped out of high school. As discussed above, marketing and outreach materials will be distributed in areas of the community where non-English speaking individuals reside and congregate. Much of the community speaks Spanish, Chinese, or Arabic, and New Dawn will reach out, in those languages to CBOs, service providers and/or individuals that might work with students classified as ELL.

Below is a table with results taken from the Comparability Report and the NYC DOE Progress Report Data⁶ supported by evidence from the NYC DOE web sites for each of the schools.⁷

	NYSED Comp. Report CSD 15	NYC DOE All 422 High Schools	NYC DOE Transfer High Schools	NYC DOE CSD High Schools 15*	NYC DOE Sunset Park High School	NYC DOE Wildcat	New Dawn Proposed	New Dawn Actual for 2012-2013
% F/R Lunch	71.3%	NA	NA	70.7%	60.0%	85.8%	85.0%	87.0%
ELL	15.6%	NA	11.0%	6.7%	10.0%	4.4%	15.0%	12.4%
Percent IEP	NA	14.4%	12.0%	17.3%	21.0%	24.3%	24.0%	28.6%

*Results for F/R Lunch and ELL were taken directly from the NYC DOE websites for each of the schools in the District.

Overall, we did very well with our recruitment goals. By the end of the year, 4 of our ELL students had transferred to other schools, dropping our retention percentage to 10.9%. Unfortunately, the students who transferred were all Chinese speakers. We instituted several strategies in an attempt to get them to remain but they simply wanted to attend schools where the students were predominantly Chinese and Chinese speaking. All our Spanish, Arabic, and Farsi speakers remained for the year. The Spanish speaking students even recruited on their own, bringing in more Spanish speaking students.

There was no problem recruiting free and reduced lunch students. We in fact have even more but several students did not complete their free and reduced lunch form. We have developed strategies for next year that we hope will “convince” these students and their families to complete their forms.

⁵ When referring to ‘ELL’, this includes all non-English language classifications such as LEP and ESL.

⁶ NYC DOE’s Progress Report results for all schools downloaded from <http://schools.nyc.gov/Accountability/tools/report/default.htm> on December 22, 2010.

⁷ Taken from a variety of web pages found at <http://schools.nyc.gov/default.htm>

We overreached our goal for students with disabilities. During the year four students with disabilities left the school (moving, transfers) but they were replaced during the spring semester by even more students with disabilities. We have developed a very strong relationship with our local CSE. Many of our students with disabilities enrolled in the school with IEPs that had not been reviewed in years. At this point we have caught up on all the out of date IEPs.

Our strongest recruitment efforts are still based with counselors from other schools. The unfortunate reality is that schools are more than willing to have their students with disabilities and their struggling ELL students transfer to other schools. We have not yet been able to get a count on our incoming ELL numbers for 2013-2014 but we will continue with the same or higher percentage of IEP students.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 23, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/5731ce89ab5e50943d0bd62efd>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

George J Crowley

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Treasurer

9. Are you a trustee and also an employee of the school?

Yes

9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

Variable	Response
[TEMP.0] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	(No response)
[TEMP.1] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	(No response)
[TEMP.2] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	(No response)
[TEMP.3] 9a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	(No response)

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

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13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 23, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/ff1e3f1afaba18fd35fdec3ed11e>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Frank San Felice

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Frank Dan Felicia". The signature is written in a cursive, flowing style with large, connected letters. The name "Frank" is on the left, "Dan" is in the middle, and "Felicia" is on the right. There is a long horizontal stroke underneath the entire name.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 23, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/a1720c88b518548e5f0d4e894c>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Ronald Tabano

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	██████████
4. *Your Home Address: City/State	██████████
4. *Your Home Address: Zip	██████

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	██████████
5. *Your Business Address City/State	██████████
5. *Your Business Address Zip	██████

6. *Daytime Phone Number:

██████████

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Chair/President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Ronald Jalran

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 23, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/3f21ba4d2a50f05f777aa96d61c>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Dorn Leslie Winter

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

Secretary

9. Are you a trustee and also an employee of the school?

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

Page 2

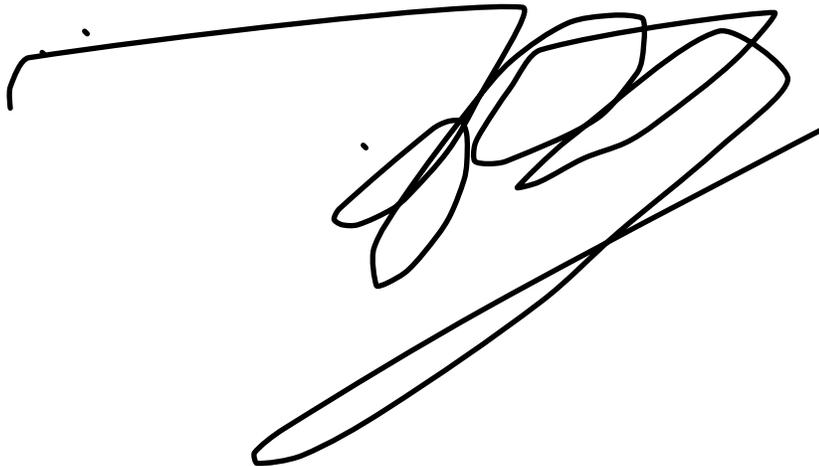
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the top left.